



TIMS Web Company

Industry User Guide



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Information Technology Division

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Table of Contents

Introduction.....	1
What is TIMS Web	1
WebCenter Spaces	2
How to Select Multiple Items	2
Expand, Adjust Window Panes	2
Links in This Document	3
BOEM Regional Contacts	3
TIMS Web Company.....	4
Tabs and Buttons	4
Quick Steps.....	5
Submittals List	7
Sort Submittals List.....	7
Filter Submittals List.....	8
Draft Status	9
Pending Status.....	9
Returned/Rework Status	9
Approved Status.....	9
Denied Status	9
Recall Submittals	9
Withdraw Submittals	10
Delete Submittals	10
View Reviewer Comments	11
View Approval Documents.....	12
Required Documents	15
Qualification Request.....	15
Other Requests	16
Upload Attachments	16
Supplemental Attachments	17
Multiple Uploads	18
Qualification	19

Initiate Qualification Request	19
Enter Company Information	21
Enter Contact Information	21
Create Titles	22
Assign Roles to Title.....	23
Designate Authorized Officials.....	24
Attorney-in-Fact.....	26
Validate and Submit Qualification Request.....	26
Edit Qualification Request.....	27
Maintain Company	28
Update Company Address	29
Update Company Phone Number	29
Update Company Website	29
Update Contacts	30
Update Attachments.....	31
Update Authorized Officials	32
Update Titles	33
Add New Title.....	33
Delete Title.....	33
Edit Role Assignment	34
Validate and submit Maintain Company Request	34
Edit Maintain Company Request	35
Associated Bond Requests.....	36
Step I: Create Associated Bond Requests.....	36
Step II: Validate Associated Bond Requests for eSignature.....	36
Step III: eSign Associated Bond Requests.....	37
Step IV: Review and Submit Associated Bond Requests.....	38
Recall Associated Bond Requests.....	39
Delete Associated Bond Requests.....	39
Withdraw Associated Bond Requests	40
Access TIMS Web Bonding	40
Business Conversion	41
Affected Leases, ROWs and RUEs.....	42

Affected Bonds	42
Initiate Business Conversion Request.....	43
Invoke Change of Name Bond Rider	45
Validate and Submit Business Conversion Request	47
Edit Business Conversion Request	48
Change of Name	50
Affected Leases, ROWs and RUEs.....	50
Affected Bonds	51
Initiate Change of Name Request	51
Invoke Change of Name Bond Riders	53
Validate and Submit Change of Name Request.....	55
Edit Change of Name Request	56
Merger.....	57
Affected Leases, ROWs, and RUEs.....	57
Affected Bonds	58
Affected DOOs	59
Initiate Merger Request.....	60
DOO Attachments	62
Invoke Bond Processes	63
New Bond 2028	65
New Bond 2028a.....	66
New Bond 2030	66
New Bond 0005	67
Indemnity/Trust Agreement, Certificate of Deposit, Insurance Policy, Investment Grade Securities Requests	67
Bond Rider – Assumption of Liabilities	68
Bond Rider – Increase/Decrease Bond Amount	70
Bond Rider - Name Change	71
Validate and Submit Merger Request	72
Change Merging Company	73
Cancel/Terminate Merging Company Bonds	74
Edit Merger Request	76
Appendix A: Requirements for Business Conversion	78

TIMS Web Company - Industry User Guide

Corporation:	78
General Partnership:	79
Limited Liability Company/Limited Partnership:	80
Trust:	81
Individual:	81
Appendix B: Company Types	82
Appendix C: TIMS Web Company Workflow	83

List of Figures

Figure 1: WebCenter Spaces Page	2
Figure 2: BOEM Regional Contacts	4
Figure 3: Submittals List	7
Figure 4: Filter Submittals List	8
Figure 5: Withdraw Submittal	10
Figure 6: Delete Submittal	11
Figure 7: Reviewer Comments	12
Figure 8: Approval Documents	13
Figure 9: Qualification Card	14
Figure 10: Approval Letter	15
Figure 11: Qualification Requirements	15
Figure 12: Requirements for Business Processes	16
Figure 13: Upload Attachments	17
Figure 14: Multiple Upload	18
Figure 15: New Qualification Request	20
Figure 16: Company Qualification Request	20
Figure 17: Contact Information	22
Figure 18: Roles and Titles	23
Figure 19: New Title	23
Figure 20: Authorized Officials	25
Figure 21: Maintain Company Request	28
Figure 22: Modify Authorized Officials	33
Figure 23: Edit Title	34
Figure 24: Electronic Signature Panel	37
Figure 25: Bonding Submittals List	41
Figure 26: Business Conversion: Affected Leases, ROWs, and RUEs	42
Figure 27: Business Conversion: Affected Bonds	43
Figure 28: Initiate Business Conversion	44
Figure 29: Business Conversion Request	45
Figure 30: Business Conversion with name Change - Initiated Bond Riders List	46
Figure 31: Principal Change of Name Bond Rider	47
Figure 32: Update Business Conversion Request	49
Figure 33: Change of Name: Affected Leases, ROWs, and RUEs	50
Figure 34: Change of Name: Affected Bonds	51
Figure 35: Initiate Change of Name	52
Figure 36: Change of Name Request	53
Figure 37: Change of Name Request: Initiated Bond Riders List	54
Figure 38: Update Change of Name Request	56
Figure 39: Merger - Affected Lease, ROWs and RUEs	58
Figure 40: Merger: Affected Bonds	59
Figure 41: Merger – Affected DOOs	60
Figure 42: Initiate Merger	60
Figure 43: Select Merging Companies	61
Figure 44: Company Merger Request	62

Figure 45: DOO Attachments	63
Figure 46: Merger Bond Processes – Oil and Gas	64
Figure 47: Liabilities Report	65
Figure 48: Indemnity Agreement.....	68
Figure 49: Merger - Bond Rider Options.....	69
Figure 50: Bond Rider - Assumption of Liabilities	69
Figure 51: Bond Rider - Increase Bond Amount	71
Figure 52: Associated Bond riders.....	72
Figure 53: Bond Cancellation	74
Figure 54: Bond Termination.....	75
Figure 55: Edit Merger Request.....	76

Introduction

The Technical Information Management System (TIMS) Web Company Industry User Guide is a detailed instructional guide for **TIMS Web Company** application. Audiences of this document are Oil, Gas and Renewable Energy users and subject matter experts. This document provides instructions for submitting TIMS Web Company business requests.

For information on the following subjects please refer to ***TIMS Web Getting Started Industry User Guide.***

- System Requirements for TIMS Web
- Help Desk
- Login
- Forgot password/Forgot Username
- Unsuccessful Login
- Locked Accounts
- Change Password
- Logout
- Accessibility Menu
- My Entitlements
- Online (Wiki) Help
- DOI Password Guidelines

What is TIMS Web

TIMS Web is a web-based application system hosted and supported by the Bureau of Safety and Environmental Enforcement's Information Technology Division (BSEE/ITD).

TIMS Web Company application allows the Oil, Gas and Renewable energy industries to electronically submit Qualification, Maintain Company, Change of Name, Business Conversion and Merger requests to the Bureau of Ocean Energy Management (BOEM).

TIMS Web Bonding application allows same industries to electronically submit New Bond, Appeal Bond, Bond Replacement, Bond Cancellation, Bond Termination and Bond Riders to BOEM.

Electronic submittal of data provides a secure file transfer mechanism, eliminates data collection errors and inefficiencies; and allows TIMS Web to maintain current and the most accurate data online. Once Company and Bonding requests are submitted, TIMS Web electronic review process enables BOEM to review and enter the appropriate decision regarding the request.

WebCenter Spaces

After **Login** you will be directed to **WebCenter Spaces** page shown in Figure 1.

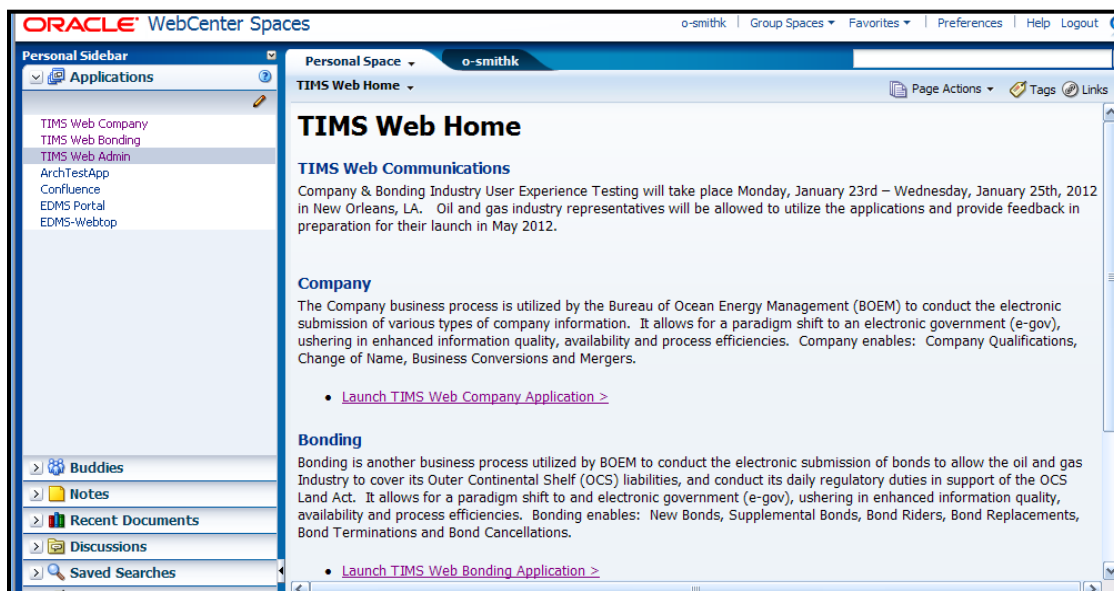


Figure 1: WebCenter Spaces Page

All TIMS Web business applications and administrative utilities are accessed through WebCenter Spaces page. Applications and utilities are located on the left sidebar.


Upon selecting an application/utility link, the system enables you to perform actions based on your roles and access rights. Users' roles and access rights are established by user's representative company.


How to Select Multiple Items

To select consecutive items, click on the first item you like to select, hold down the **Shift** key, and press the **down arrow** key on your keyboard until you reach the last item you like to include in your selection. The items will be highlighted and selected.

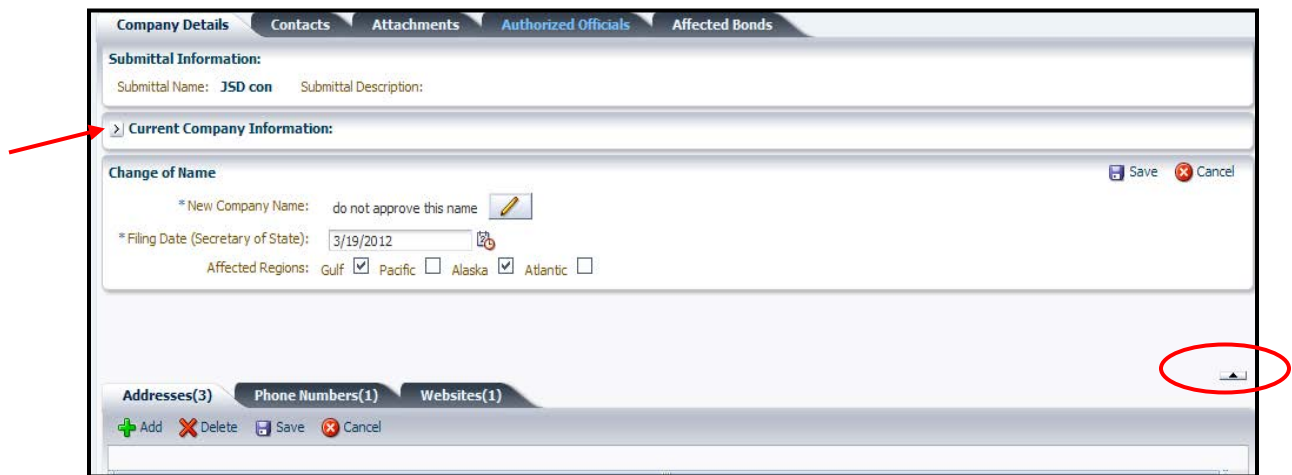
To select non-consecutive items, highlight the first item, hold down the **Ctrl** key, highlight the next non-consecutive item. You must hold down the **Ctrl** key while you select more items.

Expand, Adjust Window Panes

TIMS Web Company application pages may contain windows comprised of two or more panes. Window panes can be expanded (or collapsed) by clicking the  button where encountered.

To bring a window pane to full view, click the  button located on the edge of the pane (the edge may not be a visible edge). The button is identified by red oval in the following figure.

Window panes can be adjusted in size. To adjust the size of a window pane, hold the mouse pointer on the border line between two adjacent panes. The double-headed arrow (or a blue line) indicates the border line can be dragged up/down or to the left/right.




Links in This Document

Links, in bold blue, have been provided for easy and fast access to remote sections in this document. To visit a link, hold the mouse pointer over the link. Left click the mouse while pressing the **Ctrl** key. You will be directed to the link target. To return to previous position, hold down **Alt** and press the left arrow on your keyboard.

All figure references provide a link to the figure. Titles/Page numbers in the Table of Contents and List of Figures are links and will take user to the indicated title/page within the document. These links are not in bold blue.

BOEM Regional Contacts

To view contact information for BOEM Regional Contacts, **Login** TIMS Web.

Click **TIMS Web Company**. Click **Requirements** tab and then click  **Regional Contacts**. The displayed page is shown.

Atlantic Region REN Projects and Coordination Branch 381 Elden Street MS-HM-1328 Herndon, VA 20170	Gulf of Mexico Region GOMR Adjudication Section 1201 Elmwood Park Blvd MS 5420 New Orleans, LA 70123
Alaska Region Alaska Leasing Activities Section 3801 Centerpoint Dr. Suite 500 Anchorage, AK 99503-5823 907-334-5200	Pacific Region POCS Office of Leasing and Environment 770 Paseo Camarillo Camarillo, CA 93010 805-389-7837

Figure 2: BOEM Regional Contacts

TIMS Web Company

TIMS Web Company is a web-based business application that allows eligible companies/entities to electronically file **qualification** requests so that the Bureau of Ocean Energy Management (BOEM) can qualify the entity to do business on the Outer Continental Shelf (OCS).

Moreover, TIMS Web Company application enables BOEM qualified companies and BOEM approved Sureties to update and modify their respective company information via the **Maintain Company** function.

Change of Name, **Business Conversion** and **Merger** requests can also be created and submitted electronically to BOEM through TIMS Web Company application. Company business processes are outlined in **Business Processes** section.




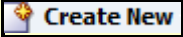
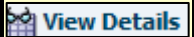
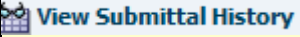

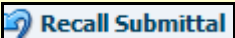
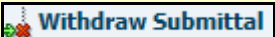
TIMS Web Company's **Workflow** is shown in **Appendix C**.

Company Submittals page (i.e., **submittals list**) is the default screen displayed after an authorized user selects TIMS Web Company application. Functional tabs and buttons located at the top of submittals list page are **enabled** according to user's role and access rights.

Tabs and Buttons

The following table shows functional tabs and buttons on TIMS Web Company default screen: the Company Submittals page (i.e., submittals list).

TIMS Web Company - Industry User Guide

	TIMS Web Company default page, referred to as submittals list throughout this document. Shows all submittals for user's representative company.
	Displays company details, contacts, attachments, authorized officials, addresses, phone numbers and websites for user's representative company.
	Displays required and optional attachments for a Business Process selected by the user.
	Creates new request/submittal: <ul style="list-style-type: none"> • Maintain Company • Change of name • Business conversion • Merger
	Displays details of a selected submittal and allows user to edit the submittal if the submittal is in Draft status.
	Displays actions taken on a selected submittal.
	Deletes a selected submittal permanently. Submittal must be in Draft status.
	Changes selected submittal to Draft status for editing. Selected submittal must be in Pending or eSign status.
	Cancels selected submittal and prevents modification and submission. Submittal must be in Return or Rework status. Withdrawn submittals can be viewed but <u>cannot</u> be deleted.

Quick Steps

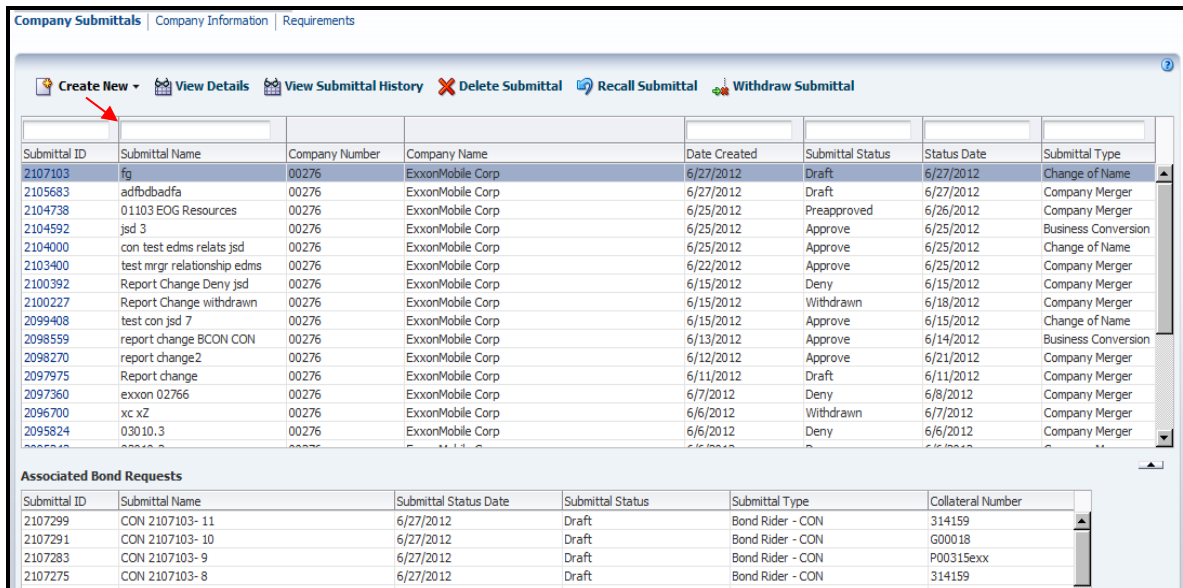
The following is a summary of the steps users can take to perform desired business processes. Please **visit** appropriate sections for important details not included in this summary.

Qualification	<ul style="list-style-type: none"> • Login as new company and select TIMS Web Company • Click <i>New Qualification Request</i>. Enter Submittal Name • Click <i>Create Request</i> • Click <i>Addresses/Phone Numbers/Websites</i> tabs • Add address/phone number/website and save • Click <i>Contacts</i> tab • Add contact/address/phone number/email and save • Click <i>Authorized Officials</i> tab • Create at least one title. Assign role to title • Add authorized official. Assign title. Attorney-in-Fact (optional) • Click <i>Attachments</i> tab. Upload attachments • Click <i>Validate</i> then <i>Submit</i>
Maintain Company	<ul style="list-style-type: none"> • Login and select TIMS Web Company • Click <i>Create New</i> and select <i>Maintain Company Request</i> • Enter Submittal Name and click <i>Create Request</i> • Apply desired changes and save • Click <i>Attachments</i> tab. Upload attachments (if any) • Click <i>Validate</i> then <i>Submit</i>
Change of Name / Business Conversion	<ul style="list-style-type: none"> • Login and select TIMS Web Company • Click <i>Create New</i> and select <i>Change of Name Request</i> or <i>Business Conversion</i> • Enter <i>Submittal Name</i> • Enter <i>New Company Name</i> (optional for business conversion) • Select <i>New Company Type</i> (optional for business conversion) • Select <i>Filing Date</i> • Click <i>Create Request</i> • Click <i>Affected Bonds</i> • Click <i>Create Bond Riders</i> (required with name change) • Update company info/contacts/authorized officials (optional) • Click <i>Attachments</i> tab. Upload attachments • All bond request must be in Prepending status • Click <i>Validate</i> then <i>Submit</i>
Merger	<ul style="list-style-type: none"> • Login and select TIMS Web Company • Click <i>Create New</i> and select <i>Merger Request</i> • Enter Submittal Name • <i>Select a Merging Company.</i> • <i>Enter New Company Name (optional)</i> • Select <i>Filing Date</i> • Click <i>Create Request</i> • Click <i>DOO Attachments</i> tab and upload DOO attachments • Click <i>Affected Bonds</i> tab • Click <i>New Bond</i>: 2028, 2028a, 2030 and 0005 (optional) • Click <i>Indemnity/Trust Agreement, Insurance Policy, Certificate of Deposit and Investment Grade Securities</i> (optional) • Click <i>Bond Rider</i>: Assumption of Liabilities/Increase(Decrease) Bond Amount (optional) • Click <i>Bond Riders for Name Change</i> (required with name change) • Click <i>Cancel/Terminate Merging Company Bonds</i> button • Click <i>Attachments</i> tab. Upload attachments • All bond requests must be in Prepending status • Click <i>Validate</i> then <i>Submit</i>

Submittals List

Company Submittals page (i.e., submittals list) is TIMS Web Company's default screen.

To view submittals list, **Login** and select **TIMS Web Company**. Submittals list is displayed. A sample screen is shown.



Submittal ID	Submittal Name	Company Number	Company Name	Date Created	Submittal Status	Status Date	Submittal Type
2107103	fg	00276	ExxonMobile Corp	6/27/2012	Draft	6/27/2012	Change of Name
2105683	adfbdbadfa	00276	ExxonMobile Corp	6/27/2012	Draft	6/27/2012	Company Merger
2104738	01103 EOG Resources	00276	ExxonMobile Corp	6/25/2012	Preapproved	6/26/2012	Company Merger
2104592	jsd 3	00276	ExxonMobile Corp	6/25/2012	Approve	6/25/2012	Business Conversion
2104000	con test edms relats jsd	00276	ExxonMobile Corp	6/25/2012	Approve	6/25/2012	Change of Name
2103400	test mgr relationship edms	00276	ExxonMobile Corp	6/22/2012	Approve	6/25/2012	Company Merger
2100392	Report Change Deny jsd	00276	ExxonMobile Corp	6/15/2012	Deny	6/15/2012	Company Merger
2100227	Report Change withdrawn	00276	ExxonMobile Corp	6/15/2012	Withdrawn	6/18/2012	Company Merger
2099408	test con jsd 7	00276	ExxonMobile Corp	6/15/2012	Approve	6/15/2012	Change of Name
2098559	report change BCON CON	00276	ExxonMobile Corp	6/13/2012	Approve	6/14/2012	Business Conversion
2098270	report change2	00276	ExxonMobile Corp	6/12/2012	Approve	6/21/2012	Company Merger
2097975	Report change	00276	ExxonMobile Corp	6/11/2012	Draft	6/11/2012	Company Merger
2097360	exxon 02766	00276	ExxonMobile Corp	6/7/2012	Deny	6/8/2012	Company Merger
2096700	xc x2	00276	ExxonMobile Corp	6/6/2012	Withdrawn	6/7/2012	Company Merger
2095824	03010.3	00276	ExxonMobile Corp	6/6/2012	Deny	6/6/2012	Company Merger

Submittal ID	Submittal Name	Submittal Status Date	Submittal Status	Submittal Type	Collateral Number
2107299	CON 2107103- 11	6/27/2012	Draft	Bond Rider - CON	314159
2107291	CON 2107103- 10	6/27/2012	Draft	Bond Rider - CON	G00018
2107283	CON 2107103- 9	6/27/2012	Draft	Bond Rider - CON	P00315exx
2107275	CON 2107103- 8	6/27/2012	Draft	Bond Rider - CON	314159

Figure 3: Submittals List

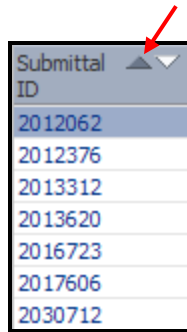
Submittals list is filtered according to user's role and privileges. The system enables only the functions user is authorized to perform.

The width of columns on the submittals list can be adjusted. To adjust the width of a column, with your mouse pointer, hover over the vertical line separating two columns until you see the crosshair. The red arrow in the preceding figure shows the vicinity the mouse pointer should hover over. Left-click the mouse and drag the vertical line to the right or to the left without releasing the left-click.

Once a submittal is selected by the user, all bonding requests associated with selected submittal (if any) will be listed in the lower panel under **Associated Bond Requests**.

Sort Submittals List

To sort submittals list in ascending or descending order, hold the mouse pointer over a column label. Two triangles are displayed, as identified below by red arrow.



Click appropriate triangle to sort the items in the column in ascending or descending order.

Filter Submittals List

Submittals list can be filtered by Submittal ID, Submittal Name, Submittal Status and Submittal Type. Entry fields for Submittal ID and Submittal Status are traced out in red in Figure 4.

Create New View Details View Submittal History Delete Submittal Recall Submittal Withdraw Submittal							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Submittal ID	Submittal Name	Company Number	Company Name	Date Created	Submittal Status	Status Date	Submittal Type
2104738	01103 EOG Resources	00276	ExxonMobile Corp	6/25/2012	Preapproved	6/26/2012	Company Merger
2104592	jsd 3	00276	ExxonMobile Corp	6/25/2012	Approve	6/25/2012	Business Conversion
2104000	con test edms relats jsd	00276	ExxonMobile Corp	6/25/2012	Approve	6/25/2012	Change of Name
2103400	test mrg relationship edms	00276	ExxonMobile Corp	6/22/2012	Approve	6/25/2012	Company Merger
2100392	Report Change Deny jsd	00276	ExxonMobile Corp	6/15/2012	Deny	6/15/2012	Company Merger
2100227	Report Change withdrawn	00276	ExxonMobile Corp	6/15/2012	Withdrawn	6/18/2012	Company Merger
2099408	test con jsd 7	00276	ExxonMobile Corp	6/15/2012	Approve	6/15/2012	Change of Name
2098559	report change BCON CON	00276	ExxonMobile Corp	6/13/2012	Approve	6/14/2012	Business Conversion
2098270	report change2	00276	ExxonMobile Corp	6/12/2012	Approve	6/21/2012	Company Merger
2097975	Report change	00276	ExxonMobile Corp	6/11/2012	Draft	6/11/2012	Company Merger
2097360	exxon 02766	00276	ExxonMobile Corp	6/7/2012	Deny	6/8/2012	Company Merger
2096700	xc xZ	00276	ExxonMobile Corp	6/6/2012	Withdrawn	6/7/2012	Company Merger
2095824	03010.3	00276	ExxonMobile Corp	6/6/2012	Deny	6/6/2012	Company Merger
2095243	03010.2	00276	ExxonMobile Corp	6/6/2012	Deny	6/6/2012	Company Merger
2093425	03010	00276	ExxonMobile Corp	6/4/2012	Withdrawn	6/6/2012	Company Merger
Associated Bond Requests							
Submittal ID	Submittal Name	Submittal Status Date	Submittal Status	Submittal Type	Collateral Number		
2104965	term6195975	6/26/2012	Preapproved	Bond Termination	6195975		
2104957	term6196050	6/26/2012	Preapproved	Bond Termination	6196050		
2104949	MRGR 2104738- 11	6/26/2012	Preapproved	Bond Rider - CON	314159		
2104941	MRGR 2104738- 10	6/26/2012	Preapproved	Bond Rider - CON	G00018		
2104933	MRGR 2104738- 9	6/26/2012	Preapproved	Bond Rider - CON	P00315exx		
2104925	MRGR 2104738- 8	6/26/2012	Preapproved	Bond Rider - CON	314159		
2104917	MRGR 2104738- 7	6/26/2012	Preapproved	Bond Rider - CON	314159		

Figure 4: Filter Submittals List

To filter a non-numeric field, type the complete word in the appropriate entry field then press **Enter**. The list will be filtered accordingly. If only partial value is known, type the partial value between percent signs: %partial name%. The filter is case sensitive.

To filter a numeric field, type the complete value in the appropriate entry field and press **Enter**. If complete numeric value is not known, type the partial value between percent (%) signs and press **Enter**.

To filter the **Date Created** and **Status Date** fields, user must enter the complete date. The entered date must have the same format as those displayed in Figure 4.

Draft Status

A **Draft** submittal is a request initiated by the user, but not yet validated/submitted to BOEM. User with appropriate role can view, edit or delete submittals in Draft status.

To **delete** a submittal in Draft status, see **Delete Submittals**.

Pending Status

A **Pending** submittal is a request submitted to BOEM but not yet received by BOEM. User with appropriate role can view a submittal in Pending status. A submittal cannot be edited while in Pending status.

A Pending submittal can be **recalled** by user with appropriate role. See **Recall Submittals**. Once recalled, the submittal is updated to Draft status. User can edit the submittal in Draft status.

Returned/Rework Status

A submittal in **Returned** status is a request returned to the Submitter due to discrepancies. User must address Reviewer Comments before resubmitting the request to BOEM.

After suggested changes are made, the submittal can be validated and resubmitted to BOEM. Upon submission, the system updates the submittal to Resubmit status.

Approved Status

A submittal in **Approved** status is a request approved by BOEM. User with appropriate role can view approval documents for submittals in Approved status.

Approval documents include qualification card and approval letter. Qualification card and approval documents are in Read Only format.

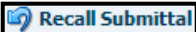

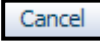
Denied Status

A submittal in **Denied** status is a request denied by BOEM. User with appropriate role can view Reviewer Comments and attachments for a submittal in Denied status.

Recall Submittals

User with appropriate role can recall a Company submittal. Company submittals in Pending or Resubmit status can be recalled.

To **recall** a submittal, **Login** and click **TIMS Web Company**. Submittals list is displayed.

Select the submittal you wish to recall and click . Click  to confirm or click  to cancel the Recall.

Upon confirmation, submittals in Pending status are updated to Draft status and submittals in Resubmit status are updated to Rework status.

User can edit the submittal in Draft/Rework status and resubmit the request to BOEM. Alternatively, user can [delete](#) the submittal. See [Delete Submittals](#).

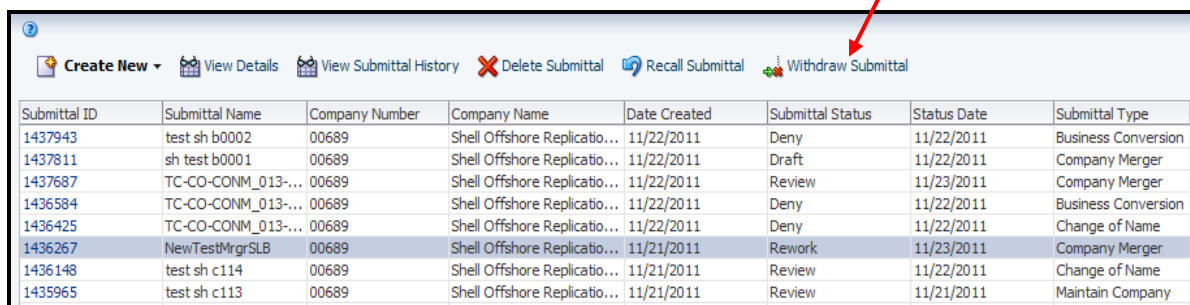
Withdraw Submittals

Requests in Returned and Rework status can be withdrawn by users with appropriate role. Withdrawing a request cancels the request and [prevents](#) it from being modified or resubmitted. Once a request is withdrawn, user can only view the request. A withdrawn request [cannot](#) be deleted.

To withdraw a request in Returned or Rework status, **Login** TIMS Web and select **TIMS Web Company**.

From the displayed submittals list, select the request to be withdrawn and click [Withdraw Submittal](#). The system displays a message if the selected request cannot be withdrawn.

Location of the [Withdraw Submittal](#) button is indicated.



Submittal ID	Submittal Name	Company Number	Company Name	Date Created	Submittal Status	Status Date	Submittal Type
1437943	test sh b0002	00689	Shell Offshore Replicatio...	11/22/2011	Deny	11/22/2011	Business Conversion
1437811	sh test b0001	00689	Shell Offshore Replicatio...	11/22/2011	Draft	11/22/2011	Company Merger
1437687	TC-CO-CONM_013-...	00689	Shell Offshore Replicatio...	11/22/2011	Review	11/23/2011	Company Merger
1436584	TC-CO-CONM_013-...	00689	Shell Offshore Replicatio...	11/22/2011	Deny	11/22/2011	Business Conversion
1436425	TC-CO-CONM_013-...	00689	Shell Offshore Replicatio...	11/22/2011	Deny	11/22/2011	Change of Name
1436267	NewTestMrgrSLB	00689	Shell Offshore Replicatio...	11/21/2011	Rework	11/23/2011	Company Merger
1436148	test sh c114	00689	Shell Offshore Replicatio...	11/21/2011	Review	11/22/2011	Change of Name
1435965	test sh c113	00689	Shell Offshore Replicatio...	11/21/2011	Review	11/21/2011	Maintain Company

Figure 5: Withdraw Submittal

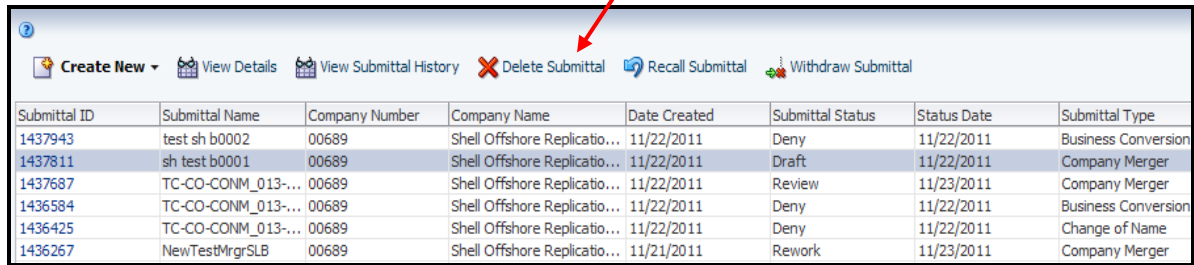
Upon clicking [Withdraw Submittal](#), user is prompted to confirm the action. Click [OK](#) to confirm or click [Cancel](#) to cancel the action. Upon user's confirmation, the system updates the request to Withdrawn status.

Delete Submittals

A submittal in Draft status can be deleted by the user with appropriate role.

To delete a submittal, **Login** and select **TIMS Web Company**.

Select the submittal to be deleted, then click [Delete Submittal](#).



Submittal ID	Submittal Name	Company Number	Company Name	Date Created	Submittal Status	Status Date	Submittal Type
1437943	test sh b0002	00689	Shell Offshore Replicatio...	11/22/2011	Deny	11/22/2011	Business Conversion
1437811	sh test b0001	00689	Shell Offshore Replicatio...	11/22/2011	Draft	11/22/2011	Company Merger
1437687	TC-CO-CONM_013-...	00689	Shell Offshore Replicatio...	11/22/2011	Review	11/23/2011	Company Merger
1436584	TC-CO-CONM_013-...	00689	Shell Offshore Replicatio...	11/22/2011	Deny	11/22/2011	Business Conversion
1436425	TC-CO-CONM_013-...	00689	Shell Offshore Replicatio...	11/22/2011	Deny	11/22/2011	Change of Name
1436267	NewTestMgrSLB	00689	Shell Offshore Replicatio...	11/21/2011	Rework	11/23/2011	Company Merger

Figure 6: Delete Submittal

User is prompted to confirm the deletion. Click **OK** to confirm or click **Cancel** to cancel the deletion.

View Reviewer Comments

User with appropriate role can view reviewer comments for submittals in Returned or Rework status.

To view Reviewer's comments, **Login** and click **TIMS Web Company**.

Select the desired submittal and click **View Details**. Alternatively, click the appropriate **Submittal ID** link.

Select the **Reviewer Comments** tab and click the **Print Comments** button. The system displays Reviewer's comments (if any) in Read Only format. A sample is shown.

Bureau of Ocean Energy Management Reviewer Comments	
Date:	April 5, 2013
Submittal Name:	my bconv-reg
Submittal ID:	1417112
Submittal Type:	Business Conversion
<u>Gulf of Mexico Region</u>	
Review Date:	March 28, 2013
Review Decision:	Deny
Reviewer Comments:	harris external comments on March 27.
<u>Alaska Region</u>	
Review Date:	March 28, 2013
Review Decision:	Deny
Reviewer Comments:	alaska reviewer for company external comments on march 28.
<u>Pacific Region</u>	
Review Date:	March 28, 2013
Review Decision:	Deny
Reviewer Comments:	pacific reviewer company external comments on march 28,

Figure 7: Reviewer Comments

User must adhere to Reviewer's suggestions and resubmit the request to BOEM.

View Approval Documents

Only users with appropriate role may view approval documents for an **Approved** request.

Login and select **TIMS Web Company**. Submittals list is displayed. User can filter the list for submittals in Approved status. See [Filter Submittals List](#).

Select desired submittal and click  **View Details**. Alternatively, click the appropriate **Submittal ID** link. Selected submittal is displayed.

To view approval documents click the  **Approval Documents** button. The system displays Approval Documents page. A sample is shown.

[Print Comments](#)

[< Submittal](#)

Approval Documents

Region	Review Date	Approved Date	Reviewer Comments
Gulf of Mexico Region	6/25/2012	6/25/2012	
Pacific Region	6/25/2012	6/25/2012	
Alaska Region	6/25/2012	6/25/2012	

Approval Documents

Attachment Name	View File [Upload Date]
Company Qual Card	CompanyQualCard2104592.pdf [2012-06-25]
Company Approval Letter	CompanyApprovalLetter2104592.pdf [2012-06-25]

Reviewer Documents

Attachment Name	View File [Upload Date]
No reviewer attachments to display.	

Approved Bonding Requests

Submittal ID	Submittal Name	Submittal Status Date	Submittal Status	Submittal Type	Attachment Name
No data to display.					

Figure 8: Approval Documents

Company qualification card (if any) can be viewed by clicking the corresponding button located in Approval Documents panel. A sample of qualification card is shown below.

Bureau of Ocean Energy Management Qualification Summary

Tintin
24955 I-45 North
Suite 500
The Woodlands, TX 77380

Company Number: 02579
State of Incorporation: Louisiana
Company Type: Limited Liability Company
Updated: January 16, 2013
Approved: February 25, 2002

AUTHORIZED TO CONDUCT THE FOLLOWING BUSINESS: Oil and Gas

Authorized Official:

Name	Title
Jeya Selvam	CEO
Kay Smith	VP
bill blunt	CFO

Attorney in Fact:

Name	Expiration
Mr. Jack McCoy	March 15, 2016

Comments:

Authorized Consultant: Schully, Roberts, Slattery & Jaubert *Michael J. Jacobson and M.J. Jacobson is the same person.

Resolution:

RESOLVED, that the President or any Vice President of the Company is hereby individually empowered on behalf of the Company, in any matter relating to Federal lands or minerals or other rights under the supervision of Federal authority, to negotiate, agree upon the terms of, execute and deliver, any instrument or agreement, including any application, bid, lease, bond, assignment, permit, contract, operating agreement, unitization agreement, drilling contract, hydrocarbon sales contract, relinquishment, or other instrument or agreement of any kind.


Titles and Rights:

CEO - Business Conversions, Mergers

CFO - New Leases, Name Changes, Trust Agreements, Record Title Assignments, Designation of Operators, Mergers, Bond Actions, Relinquishments, Bids, Business Conversions, 3rd Party Guarantees, Treasury Notes, Operating Rights Assignments, Pipeline Assignments.

VP - 3rd Party Guarantees, Record Title Assignments, Operating Rights Assignments, Relinquishments, Name Changes, New Leases, Designation of Operators, Treasury Notes, Business Conversions, Trust Agreements, Pipeline Assignments., Mergers, Bond Actions, Bids

Figure 9: Qualification Card

To view and print approval letter (if any) click the corresponding  button located in Approval Documents panel. A sample of approval letter is shown.

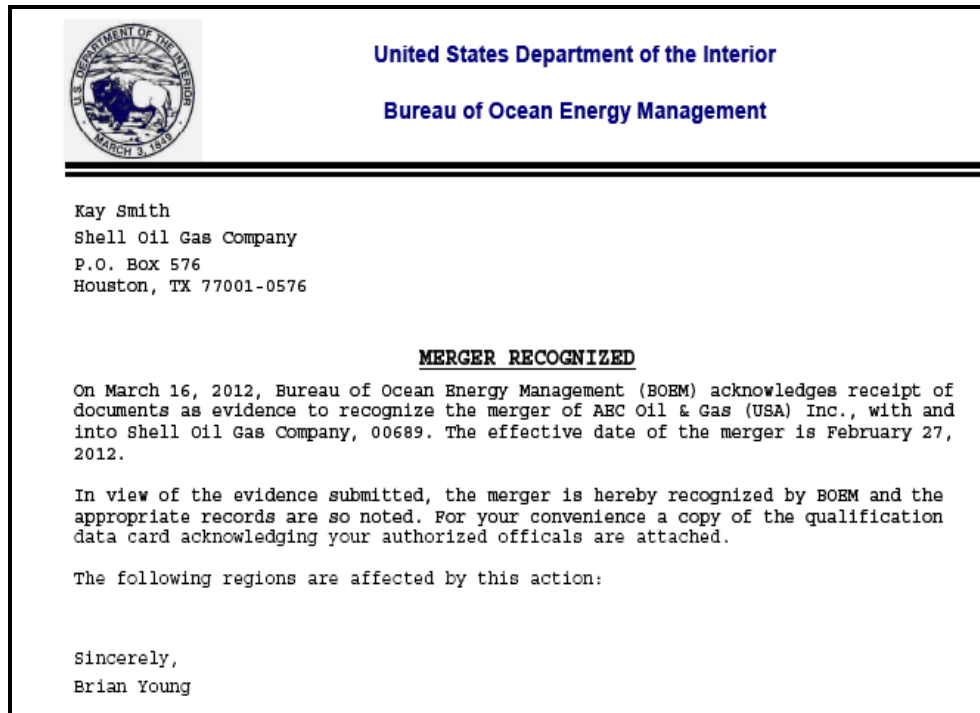


Figure 10: Approval Letter

Required Documents

Qualification Request

To view required documents for Qualification requests, **Login** TIMS Web as **new** company.

Select **TIMS Web Company** and click the **Qualification Requirements** tab.

Select **company type**. Required and optional documents for selected type are displayed. The list will not appear until user selects a company type. A sample screen is shown.

Please select a company type:

Print Requirements

The following documents are required for submitting a new company qualification request:

	Document	Document Description
Required	Corporation Name	Copy of the Certificate of Incorporation from the Office of the Secretary of the State of incorporation stating the name of the corporation exactly as it must appear on all legal documents, certified by the Secretary of the corporation.
Required	Holder Authorization	Statement identifying the State in which the corporation is incorporated and declaring the corporation is authorized to hold leases and/or rights-of-way on the Outer Continental Shelf, certified by the Secretary of the corporation.
Required	Resolution	Evidence of authority of officials authorized and empowered to execute for and on behalf of the corporation, certified by the Secretary of the corporation.
Required	Incumbency Certificate	Certificate of Incumbency listing the officials names and titles, authorized and empowered to execute for and on behalf of the corporation, certified by the Secretary of the corporation.
Optional	Power of Attorney	Authorization of Individuals to execute specific documents on behalf of the company.
Optional	MMS 2032 Equal Opportunity Affirmative Action Program Representation	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.
Optional	MMS 2033 Equal Opportunity Compliance Report Certification	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.

Figure 11: Qualification Requirements

- To print the list to local printer, click the **Print Requirements** button.
- To return to pervious page click the **Qualification Submittals** tab.

- Please refer to [Appendix B](#) for all company types.

Other Requests

To view required and optional attachments for maintain company, change of name, business conversion or merger requests, **Login** TIMS Web.

Select **TIMS Web Company** and click the **Requirements** tab.

Select **Business Process**. If Business Conversion is selected, choose **Conversion Type** from the drop-down list.

Required and optional documents are displayed. A sample screen is shown.

Business Process: ☐ Qual Update ☐ Change of Name ☒ Business Conversion ☐ Merger **Regional Contacts** **Print Package**

Requirements **Leases/ ROWs/ RUEs** **Affected Bonds**

Print Requirements

Please Select a Conversion Type:

The following documents are required for submitting a business conversion:

	Document	Document Description
Required	Conversion Certificate	A Certificate of Conversion including the Certificate of the Secretary of State that evidences filing of the conversion documents, certified by the Secretary of the partnership.
Required	State Certificate	Notification indicating the effective date of the conversion.
Required	Partnership Certificate	Certificate of Partnership and any amendments thereto, along with evidence of filing in the Office of the Secretary of State, certified by the Secretary of the partnership.
Required	Partnership Agreement	Partnership Agreement and any amendments thereto, along with evidence of filing in the Office of the Secretary of State, certified by the Secretary of the partnership.
Required	Holder Authorization	Statement indicating the State in which the partnership is registered or formed and declaring that it is authorized to hold leases and/or rights-of-way on the Outer Continental Shelf, certified by the Secretary of the partnership.
Required	General Partner Statement (GPS)	Statements from each General Partner of the partnership reflecting the following, as appropriate:
	GPS Corporation Statement	(a) If the General Partner is a corporation, a statement indicating the State in which it is incorporated and declaring that it is authorized to hold mineral leases and/or rights-of-way on the Outer Continental Shelf, certified by the Secretary of the corporation;
	GPS Partnership Statement	(b) If the General Partner is a partnership, a statement indicating the State in which it was formed and declaring that it is authorized to hold mineral leases and/or rights-of-way on the Outer Continental Shelf, certified by the Secretary of the partnership;
	GPS Individual Statement	(c) If the General Partner is an individual, a statement of citizenship.
Required	Resolution	Evidence of authority of officials authorized and empowered to execute for and on behalf of the partnership, certified by the Secretary of the partnership.
Required	Incumbency Certificate	Certificate of Incumbency listing the officials names and titles, authorized and empowered to execute for and on behalf of the partnership, certified by the Secretary or the Assistant Secretary of the partnership. NOTE: Specimen signatures are not required; however any subsequent documents submitted must be executed exactly as the name appears on this certificate.
Optional	Power of Attorney	Authorization of Individuals to execute specific documents on behalf of the company.
	MMS 2032 Equal Opportunity	

Figure 12: Requirements for Business Processes

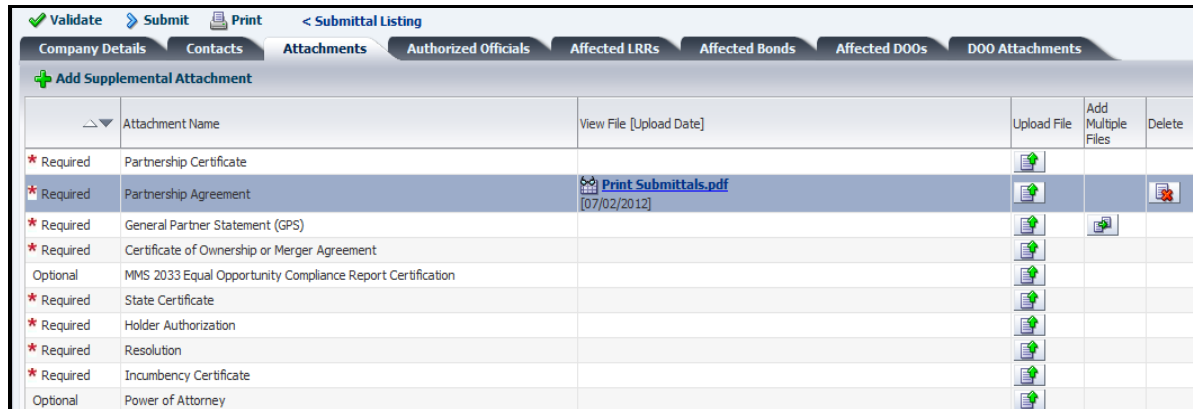
- To print the list to local printer, click the **Print Requirements** button.
- To return to submittals list, click the **Company Submittals** tab.
- Please refer to [Appendix B](#) for all company types.

Upload Attachments

- Only users with appropriate role may attach documents on behalf of their representative company.
- All attachments must be uploaded **before** validating the request.
- All attachments must be in **PDF** (Portable Document Format).

Login and click **TIMS Web Company** application. Select desired submittal and click the appropriate **Submittal ID** link.

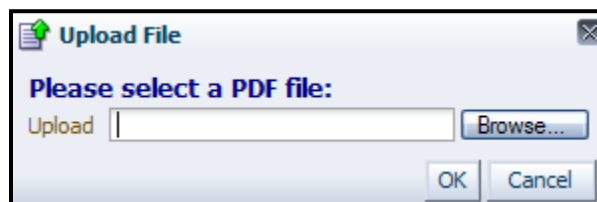
Click the **Attachments** tab. The displayed window lists all required and optional attachments. A sample screen is shown.



Validate Submit Print < Submittal Listing					
Company Details Contacts Attachments Authorized Officials Affected LRRs Affected Bonds Affected DOOs DOO Attachments					
+ Add Supplemental Attachment					
	Attachment Name	View File [Upload Date]	Upload File	Add Multiple Files	Delete
* Required	Partnership Certificate				
* Required	Partnership Agreement	Print Submittals.pdf [07/02/2012]			
* Required	General Partner Statement (GPS)				
* Required	Certificate of Ownership or Merger Agreement				
Optional	MMS 2033 Equal Opportunity Compliance Report Certification				
* Required	State Certificate				
* Required	Holder Authorization				
* Required	Resolution				
* Required	Incumbency Certificate				
Optional	Power of Attorney				

Figure 13: Upload Attachments

To upload an attachment, click the corresponding button. Click **Browse...** to select a PDF file and then click **OK**.



To **delete** an attachment, click the corresponding button. Click **OK** to confirm the deletion.



To **view** an attachment, click the button corresponding to the attachment you wish to view.

To **replace** an existing attachment file, click the corresponding button. Select a new PDF file and click **OK**. The old PDF file will be replaced with the new PDF. After the request is submitted to BOEM, attachments cannot be edited. See [Update Attachments](#).


Supplemental Attachments


- Supplemental Attachments are documents, other than Required or Optional, which user wishes to attach to a request.
- User-specified attachment name **can** be edited by the user.
- User-specified attachment name **cannot** be edited **after** submission to BOEM.

To upload supplemental attachments, click the **+ Add Supplemental Attachment** button.


Enter an attachment name. Browse local drive to select the PDF document you like to attach. Once the document is selected, click the  button. To upload the document, click the corresponding  button.

Attachment name must be unique. If user enters an attachment name that already exists in the Attachment Name column, the system displays an appropriate message.

To upload more supplemental attachments, click the  **Add Supplemental Attachment** button and repeat the steps.

To edit the attachment name, click the corresponding  button and modify; or enter a new name.

Multiple Uploads

Based on company type, multiple documents can be uploaded per Attachment Name, via the  button.




















Click the  button. Enter a unique attachment name. Browse local drive to select the desired PDF file and click . A sample screen is shown.



Figure 14: Multiple Upload

User's entry is appended to the existing Attachment Name and displayed in as supplemental Attachment Name (see red arrow below).

Power of Attorney	 Power of Attorney.pdf [2012-10-01]	 JavaScriptCertificate.pdf 2012-12-12			
 Power of Attorney - SmithJohn					
Resolution	 Resolution.pdf [2012-10-01]				
State Certificate	 State Certificate.pdf [2012-10-01]				

Repeat the steps if desired.

Qualification

Companies and individuals wishing to do business on the Outer Continental Shelf (OCS), whether requiring a lease interest directly from the United States at a lease sale or through assignment from a current lessee, must be qualified as an OCS lessee. Leases may be held only by:

- United States citizens.
- Aliens lawfully admitted for permanent residency in the United States.
- Private, public or municipal corporations organized under the laws of the United States or of any state or the District of Columbia or territory thereof.
- Associations of such citizens, nationals, resident aliens or private, public or municipal corporations, states, or political subdivisions of states.

TIMS Web Company application allows eligible entities to electronically file a qualification request along with all required documents, in advance of anticipated transactions, so that BOEM can review and accept submitted documents and qualify the entity to do business on the OCS.

Part of the qualification process is to assign to the entity a **Company Number** that can be used with any BOEM and BSEE offices for data processing and managing information about entity's operating rights in leases, rights-of-way (ROW) or records of interest.

Initiate Qualification Request

- Only users with appropriate role may initiate a new qualification request on behalf of their representative company.
- To view required and optional documents, see [Required Documents](#).

Login as a new company and select **TIMS Web Company**. Click . The displayed page is shown.

New Qualification Request

Submittal Information

* Submittal Name: Submittal Description:

Company Information

* Company Name:

* Company Type:

* Qualification Type:

* State of Incorporation:

[Create Request](#) [Cancel](#)

Figure 15: New Qualification Request

Enter **Submittal Name** and Submittal Description in designated fields. Submittal Name must be unique to submittal type. The system displays an appropriate message if Submittal Name is not unique. Required fields are indicated by an asterisk (*).

Type **Company Name**. Company Name must be unique to BOEM and the spelling, upper or lower case and punctuation must match exactly the name that appears on business records and required documents. If a company or business name does not match exactly, it may cause the request to be returned.

Select **Company Type**, **Qualification Type** and **State of Incorporation** from the drop-down list.

Click [Create Request](#). The system creates a **Submittal ID** and links it to Submittal Name and saves the request in Draft status.

The displayed Company Qualification Request page is shown.

Company Qualification Request

[Validate](#) [Submit](#) [Print](#) [Submittal Listing](#)

Company Information **Contact Information** **Attachments** **Authorized Officials**

Submittal Name: userdoc-qualification-july3 Submittal Description:

* Company Name: Nym core

* Company Type: Limited Partnership

* Qualification Type: Renewable Energy

* State of Incorporation: LA

[Save](#) [Cancel](#)




Addresses(0) **Phone Numbers(0)** **Websites(0)**


[Add](#) [Delete](#) [Save](#) [Cancel](#)


Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Country	Address Type	Primary
No data to display.								




Figure 16: Company Qualification Request

Enter Company Information

To enter company's address, click the **Addresses(0)** tab then click . Type your entries in the designated fields and click . At least one address must be entered. Select Country from the list and click . If more than one address is entered, indicate one as primary address.

To add company's phone number, click **Phone Numbers(1)** then click . Enter company Phone Number and Phone Type in the designated fields. At least one phone number must be entered. If more than one phone number is entered, indicate one as primary phone number.



To enter websites for your company, click the **Websites(0)** tab then click . Type company website in the space provided. If more than one website is entered, indicate one as primary website. Entering websites is optional.

Click  after each new entry or after all entries. Click  to cancel unsaved entries. Click  to delete selected entries.

Additions/alterations can be made while the request is in Draft status. No changes can be made to company's data while the request is in Pending or Review status. Requests in Pending status can be edited after being recalled first. See [Recall Submittals](#).

Enter Contact Information

Select **Contact Information** tab on Company Qualification Request page. The system displays Contact Information panel shown in Figure 17.

To enter contact's information click the  button. Enter **First Name** and **Last Name**. Prefix, Middle Initial, Suffix and Title are optional fields. By default, all BOEM regions (Pacific, Gulf, Atlantic, and Alaska) will be selected for the contact. User may un-select regions as appropriate. Click  to save entries.

- At least one contact must be entered.
- At least one region must be selected for each contact.

Figure 17: Contact Information

To enter Addresses, Phone Numbers and Emails for each contact, click the corresponding tab and click **Add**. Type the information in the designated fields. Some fields can be selected from drop-down menus.

Multiple addresses, phone numbers, and emails may be added for each contact. However, one address, phone number and email must be indicated as primary.

Entries can be saved any time by clicking **Save**. Clicking the **Delete** button deletes the selected entry. Unsaved entries will be cancelled by clicking the **Cancel** button.

Address, Phone Number, Websites fields can be sorted in ascending/descending order. To learn more, see [Sort Submittals List](#).

Changes can be made while the qualification request is in Draft status. No changes can be made while the request is in Pending or Review status. Requests in Pending status can be edited after they are recalled. See [Recall Submittals](#).

Create Titles

- Authorized Officials are individuals designated to electronically sign (i.e., eSign) bonding and other documents on behalf of representative company.
- Prior to designating Authorized Officials, titles must be created for the official.

To create new title, select the **Authorized Officials** tab on Company Qualification Request page. Roles and Titles panel (traced out in red) will be displayed. A sample screen is shown.


The screenshot shows the 'Company Qualification Request' form. It has tabs for 'Company Information', 'Contact Information', 'Attachments', and 'Authorized Officials'. The 'Authorized Officials' tab is active, showing a list of officials with a 'New' button circled in blue. The 'Roles and Titles' section is also visible, with a 'New' button circled in red. The 'Roles and Titles' section contains a table with columns for 'Role' and 'Title'. The 'Role' column lists various roles like '3rd Party Guarantees', 'Bids', 'Bond Actions', etc. The 'Title' column has 'ceo' entered in the first row.

Figure 18: Roles and Titles


In Roles and Titles section click the  button. The New Title window, shown in Figure 19, is displayed.

The 'New Title' window is shown. It has a 'Title' field with 'CEO' entered. Below it are two lists: 'Available Roles' and 'Assigned Roles'. The 'Available Roles' list includes 'Bond Actions', 'Mergers', 'New Leases', 'Pipeline Assignments', 'Record Title Assignments', 'Relinquishments', 'Treasury Notes', and 'Trust Agreements'. The 'Assigned Roles' list includes 'Designation of Operators', 'Name Changes', and 'Operating Rights Assignments'. There are buttons for moving items between the lists. At the bottom are 'Save' and 'Cancel' buttons.


Figure 19: New Title

Type the desired **Title** in the designated field and save the entry by clicking the  button. The title must be unique. The system displays an error message if the new title already exists.



Assign Roles to Title



To assign roles to an existing title, in New Title window (see Figure 19), select an item in Available Roles column and click the  button to move the item to the Assigned Roles column.

Multiple items can be selected. See [How to Select Multiple Items](#).

The title assumes all the roles listed in **Assigned Roles** column. Role assignment can be reversed by clicking . At least one role must be assigned to a title.

Click  to save selections, or click  to exit the New Title window.

Clicking  assigns all available roles to the title. Clicking  reverses the action.

- The asterisks (*) indicate titles associated roles. In the sample shown in Figure 18, the CEO has the signatory role for the following: Designation of Operators, Name Changes and Operating Rights Assignments.
- The signature role is established in advance by user's company.
- Roles are compiled by BOEM Adjudication Unit according to company's business needs.
- To edit titles, click the  button located in the Roles and Titles panel. For complete information see [Edit Role Assignment](#).
- To delete a title, click the  button located in the Roles and Titles panel. For complete information see [Delete Title](#).

Designate Authorized Officials

- Authorized officials can sign documents on behalf of their representative company.
- At least one authorized official must be indicated by the user.
- **Individual** entity types are not required to provide authorized officials.

To enter official's information, click the  button located in Authorized Officials panel (traced out in blue). The button is identified by blue oval in Figure 18.

Upon clicking, the Authorized Officials window is displayed. A sample is shown.

Figure 20: Authorized Officials

Enter **First Name** and **Last Name** of the intended official. Prefix, Middle Initial, and Suffix are optional.

Select desired title from Available Titles column, and click . The official will assume all the titles in the **Assigned Titles** column. Clicking reverses the action.


Multiple titles can be assigned to the designated official. See [How to Select Multiple Items](#). The button assigns all available titles to the official. The button reverses the action.


Click to save selection.

- To edit, select official's name and click the button located in the Authorized Officials panel, edit the name and save. For more information see [Update Authorized Officials](#).
- To delete, select official's name and click the button located in the Authorized Officials panel. User must confirm the deletion.
- To exit the window click .

Attorney-in-Fact

- A company may designate an agent, allowing him to perform business transactions on behalf of the company.
- Attorney-in-Fact is a designated agent that can operate, under a Power of Attorney, to represent the company in any transaction.
- The Power of Attorney document determines the extent of agent's execution powers.
- The agent's representation **terminates** on the Power of Attorney's expiration date.
- Adding an Attorney-in-Fact is optional.
- If an Attorney-in-Fact is entered, a [valid](#) Power of Attorney must be provided as a [required](#) attachment.
- At least **one** Power of Attorney is required if multiple attorneys in fact are entered.

To [add](#) an Attorney-in-Fact, click the  button located in the Attorney-in-Fact panel seen in Figure 18.

Enter **First Name** and **Last Name** of the intended person. Other fields are optional. Click the  button to select the power of attorney's **Expiration Date**. Click .

Fields in the Attorney In Fact panel can be **sorted** in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.

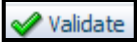
- User's entries can be modified while the request is in Draft status.
- No alterations can be made to the Attorney-in-Fact information after the request has been accepted by BOEM (e.g., an approved Attorney-in-Fact cannot be deleted). The Expiration Date, however, can be changed to current date to terminate the execution power of the Attorney-in-Fact.
- The Attorney-in-Fact panel will show both active and Expired (past the expiration date) attorneys in fact.


Validate and Submit Qualification Request


- Qualification request must be validated [before](#) submission to BOEM.
- All attachments must have been uploaded [before](#) validation. See [Required Documents](#) and [Upload Attachments](#).
- User must have appropriate role to submit qualification request to BOEM.

Login as a [new](#) company and click **TIMS Web Company**.

Select desired submittal and click . Alternatively, click **Submittal ID** link.

To validate the request, click the  button located at the top left of the Company Qualification Request page. If validation is successful, the system notifies user no errors have been found. An unsuccessful validation returns a listing of error messages. User must correct the appropriate data and retry the validation process.

Click the  button. If submission is successful an appropriate message is displayed.

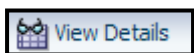
Click  to close the message box. The request is updated to Pending status. The qualification request cannot be altered while in Pending status. To modify a request in Pending status, see [Recall Submittals](#).

- Once the request is accepted by BOEM, the requesting company is assigned a **Company Number** and notified accordingly.
- Appropriate users can log on TIMS Web and view the approval documents. Approval documents include approval letter, qualification card and Reviewer's documents.

Edit Qualification Request

- User with appropriate role can edit a qualification request while the request is in Draft status.
- Requests in Returned/Rework status can also be modified.
- To edit requests in Pending status see [Recall Submittals](#).

To modify a qualification request in Draft or Returned/Rework status, **Login** as a [new](#) company. Click **TIMS Web Company** and select desired submittal from the list.

Click . Alternatively, click **Submittal ID** link. Company Qualification Request page is displayed.

[Update/edit Addresses](#) if desired. Click the corresponding tab.

[Update/edit Phone Numbers](#) if desired. To edit click the corresponding tab.

[Update/edit Website](#) if desired. To edit click the corresponding tab.

[Update/edit Contacts](#) if desired. To edit, click the corresponding tab.

[Update/edit Authorized Officials](#) if desired. To edit, click the corresponding tab.

To update attachments, see [Update Attachments](#).


Fields can be **sorted** in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.

Once desired changes are made, click the  **Save** button. The completed request must be validated and submitted to BOEM.

Maintain Company

- Users representing BOEM **qualified** companies can modify their company's data.
- Changes made by the user are not effective until approved by BOEM.
- BOEM **approved** Sureties can also modify their company's data if desired.
- Only users with appropriate role can modify company's data.
- To change qualified company's **Type** see [Initiate Business Conversion Request](#).
- To change qualified company's **Name** see [Initiate Change of Name Request](#).


To initiate Maintain Company request, **Login** and select **TIMS Web Company**. Submittals list is shown.

Click  **Create New** and select **Maintain Company Request** option from the drop-down list.

Enter **Submittal Name** and Submittal Description. Submittal Name must be unique for submittal type. The system displays an appropriate message if Submittal Name is not unique. Submittal Description is optional.

If qualified company's Type or State of Incorporation is not available, user will be prompted to enter the data.

Click  **Create Request** to continue with the request or click  **Cancel** to return to previous page.

Upon clicking  **Create Request**, the system displays Maintain Company Request page. Company Details is the default screen. A sample is shown.





Region	Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Country	Address Type	Primary	Action
Gulf of Mexico Reg...	Post Office Box 477			Houston	TX	77210-4778	United States	Adjudicatic		
OEMM Region-wide	P.O. Box 61707			New Orleans	LA	70161-1707	United States	Adjudicatic		
OEMM Region-wide	800 W Commerce Rc	Suite 445		New Orleans	LA	70123	United States	Adjudicatic		
Alaska Region	P.O. Box 61707			New Orleans	LA	70161-1707	United States	Adjudicatic		





Figure 21: Maintain Company Request


Update Company Address

To update company's addresses click the  tab shown in Figure 21. At least one address is required. If there are multiple addresses, indicate one as the **primary** address.

Address fields can be **sorted** in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.

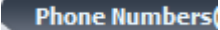
To delete an existing address, select the address to be removed and click the  button. Confirm the deletion and click . A primary address cannot be deleted unless another address is selected as primary.

To add an address, click the  button and type the new address in appropriate fields. Click . Alternatively, click the  button. Saved addresses will be displayed. Select desired address and click the  icon.



To edit an address field, click on the field to be edited. Type over the old entry and click .





After all changes are complete, validate and submit the request.


Update Company Phone Number

To update company's phone numbers click the  tab located on Maintain Company Request page. At least one phone number is required. If there are multiple phone numbers, indicate one as primary.


Phone Numbers fields can be sorted in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.

To delete an existing phone number, select the number to be removed and click the  button. Confirm the deletion and click . A primary phone number cannot be deleted unless another is selected as primary.



To add a phone number, click the  button and type the new number in appropriate field. Click . Alternatively, click the  button. Saved phone numbers will be displayed. Select desired number and click the  icon.



To edit a phone number, click on the number to be edited. Type over the old entry and click .


Update Company Website

To update websites for your company click the  tab located on Maintain Company Request page.

Websites fields can be **sorted** in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.


To **delete** an existing web address, select it and click the  button. Confirm the deletion and click .

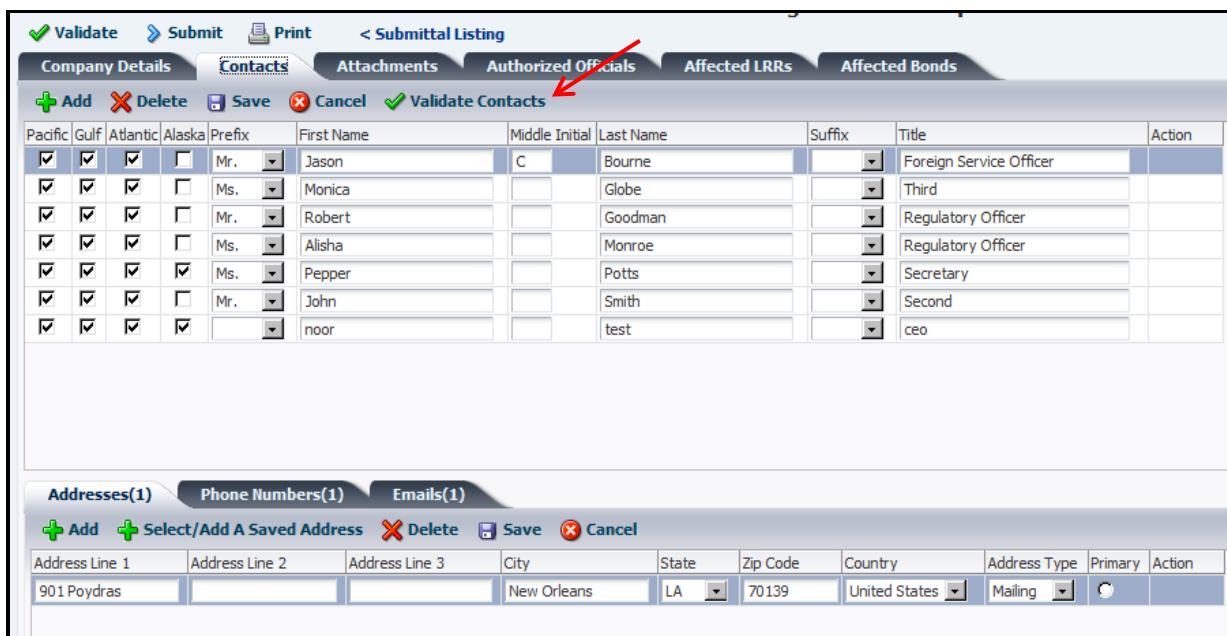
To **add** a web address, click the  button and type the new web address in appropriate field. Click .

To **edit** a web address, click on the text to be edited. Type over the old entry and click .

After **all** changes are complete, validate and submit the request.

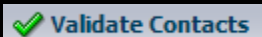
Update Contacts

To update company's contacts, click the  tab located on Maintain Company Request page. A sample screen is shown.







	Pacific	Gulf	Atlantic	Alaska	Prefix	First Name	Middle Initial	Last Name	Suffix	Title	Action
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mr.	Jason	C	Bourne		Foreign Service Officer	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ms.	Monica		Globe		Third	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr.	Robert		Goodman		Regulatory Officer	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ms.	Alisha		Monroe		Regulatory Officer	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ms.	Pepper		Potts		Secretary	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr.	John		Smith		Second	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		noor		test		ceo	



Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Country	Address Type	Primary	Action
901 Poydras			New Orleans	LA	70139	United States	Mailing	<input checked="" type="radio"/>	




To find out whether existing contacts have missing information, click the  button identified by red arrow in the preceding figure. In addition to the First Name and Last Name, contact's Address and Phone Number are also **required**. If any of the required fields are missing, the system will display an appropriate message indicating the error. User must correct the error(s) and save.



Contacts fields can be **sorted** in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.

To **delete** an existing contact, select the contact to be removed and click the  button. Confirm the deletion and click . Contact's address, phone number and email (if any) will also be deleted by the system.

To **add** a contact, click the  button. By default all BOEM regions are selected. **Deselect** the regions that are not applicable. Type contact's **First Name** and **Last Name** in corresponding fields and click the  button. Prefix, Middle Initial, Suffix and Title are optional fields.

To enter Addresses, Phone Numbers and Emails for the contact, click the corresponding tabs then click . Type the information in designated fields and click . At least one address and one phone number must be entered for each contact. Entering email is optional.


User has the option to add a saved address. To do so, select the contact and click the  button. A list of previously submitted addresses will be displayed. Select desired address from the list and click the corresponding  icon. The selected address will be saved for the contact. If the selected address has missing fields, they will be indicated by the system. Provide the missing fields and click the  button. If selected address is of *Adjudication* type, the system updates the type to *Mailing*. User has the option to change address type to *Street* or *Other* as appropriate.



Similarly, clicking the  button under the **Phone Numbers(1)** tab, allows user to add phone numbers from a previously submitted list. If the selected phone number is complete, the phone number will be saved for the contact. If the selected phone number has missing fields, they will be indicated by the system. Provide the missing fields and click the  button.


To **edit** a field, click on the field to be edited. Type over the old entry and click .

After **all** changes are complete, validate and submit the request.

Update Attachments


To update qualified company's attachments, click the  tab located on Maintain Company Request page. Only user with appropriate role can update company's attachments.



Click  corresponding to the attachment file you like to update. Browse local drive to select a new PDF file. Once selected, click the  button. The new PDF file will be displayed in the New File column.


To upload supplemental attachments click the  button. See [Upload Attachments](#) for more information.






Attachments fields can be **sorted** in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.

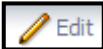
Update Authorized Officials

To update qualified company's authorized officials, click the  tab. Only user with appropriate role can update company's authorized officials. At least one authorized official must be indicated.

To delete an authorized official, select the official and click the  button located in Authorized Officials panel (traced out in red in Figure 22). User is prompted to confirm the deletion. User may click the  button to cancel the deletion.

To add an authorized official, click the  button identified by red oval in Figure 22. Enter **First Name** and **Last Name** of the official. Prefix, Middle Initial, and Suffix are optional.

Select desired title from Available Titles column, and click  to place the selection in Assigned Titles column. The official will assume all the titles under **Assigned Titles**. Clicking  reverses title assignment. Multiple titles can be assigned to the designated official in similar fashion. The  button assigns all available titles to the official. The  button reverses the action. If the desired title is not listed under Available Titles, see [Create Titles](#). Click .

To assign new title to an existing official or to reverse official's title assignment, select official's name in Authorized Officials panel and click the  button located in the same panel, as seen in Figure 22.

The screenshot shows the 'Maintain Company Request' window with the 'Authorized Officials' tab selected. The 'Authorized officials' list on the left contains two entries: 'Ms. Bridget Reed' and 'Mr. John D Rockefeller Sr.'. The 'New' button in the top right of this list is circled in red. The 'Roles and Titles' panel on the right shows a table with columns for 'CEO' and 'Founder' and rows for various roles like '3rd Party Guarantees', 'Bids', 'Bond Actions', etc. The 'Attorney In Fact' section at the bottom shows a table with columns for 'Prefix', 'First Name', 'Middle Initial', 'Last Name', 'Suffix', 'Expiration Date', and 'Action'.

Figure 22: Modify Authorized Officials

The Authorized Officials window is displayed.

To assign another title to selected official, select desired title in the **Available Titles** column and click the button.

To **reverse** title assignment, select title from the **Assigned Titles** column and click the button. Click to save the changes or click to exit the window without saving.

Update Titles

Only user with appropriate role can perform the following title updates on behalf of his representative company.

Add New Title

To add **new** title, click the button located in the Roles and Titles panel. Follow the steps described in [Create Titles](#).


Delete Title

To **delete** an existing title, click the button located in the Roles and Titles panel. User is prompted to select a title to delete.


Select desired title from the pull-down list. If selected title is **not** assigned to an existing authorized official, deletion is allowed. User must confirm the deletion. To cancel the deletion, click .

If selected title is assigned to one or more authorized officials do **one** of the following:

- Delete authorized official's name and try to delete the title again. See [Update Authorized Officials](#).

- Remove the title from the Assigned Titles column and then delete the title.
- To view the titles assigned to an authorized official, click the  button (identified by blue oval in Figure 22) corresponding to the official's name.

Edit Role Assignment

To edit roles assigned to a title, click the  button located in Roles and Titles panel. The system displays the Edit Title window. A sample is shown.

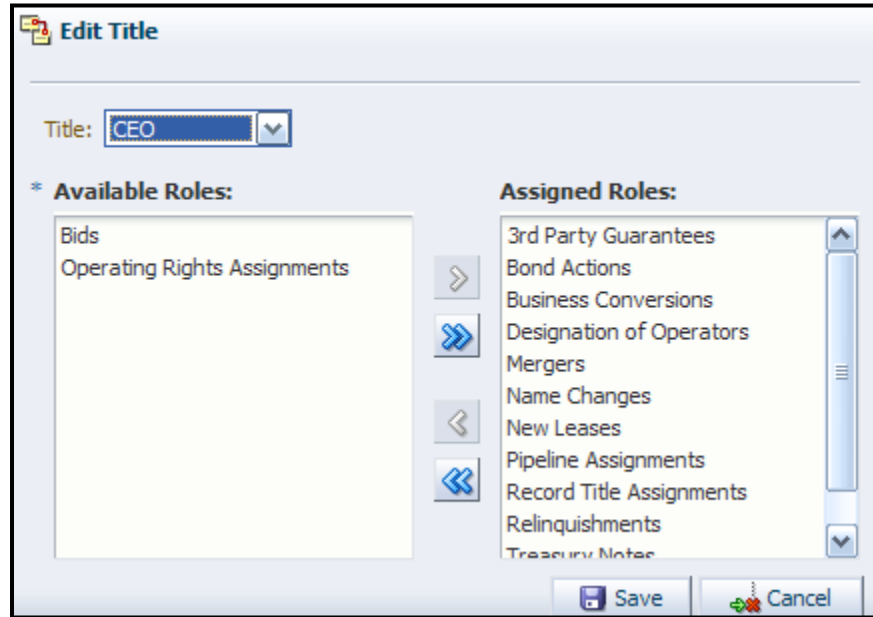






Figure 23: Edit Title

Select the title from the drop-down list.

To assign a role to the title, select the appropriate role from the **Available Roles** column and click . Click .

To reverse a role assignment, select the appropriate role from the **Assigned Roles** column and click . Click .

To exit the window, without saving, click .

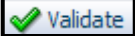
When all changes are complete, validate and submit the request.


Validate and submit Maintain Company Request


- All attachments must have been uploaded prior to validation.
- Only user with appropriate role may validate/submit the request.

Login and click **TIMS Web Company**.

Select desired request and click  **View Details**. Alternatively, click the appropriate **Submittal ID** link.

Click the  **Validate** button located at the top left of the displayed page. If validation is successful, the system notifies user no errors have been found. An unsuccessful validation displays a list of identified errors. User should correct the errors and retry the validation process.

To submit the request, click the  **Submit** button. The system acknowledges successful submission. If submission fails, reasons for failure are displayed. User must address the errors and submit the request again.

Upon successful submission, requests in Draft status are updated to Pending status and requests in Rework status are updated to Resubmit status. Click  to close the message box.

- Requests in Pending status cannot be altered. To modify a Pending request, see [Recall Submittals](#).
- Once the request is accepted by BOEM, the requesting company is notified by the system.

Edit Maintain Company Request

- User with appropriate role can edit a maintain company request while the request is in Draft status.
- Requests in Returned/Rework status can also be modified.
- To edit requests in Pending status see [Recall Submittals](#).
- Fields can be sorted in ascending/descending order. To learn more, see [Sort Submittals List](#). New entries must be saved before they are included in the sort.

To modify a request in Draft or Returned/Rework status, **Login** TIMS Web. Click **TIMS Web Company**. Select desired request from the list.

Click  **View Details**. Alternatively, click **Submittal ID** link. The appropriate page is displayed.

[Update/edit Addresses](#) if desired. Click the corresponding tab.

[Update/edit Phone Numbers](#) if desired. To edit click the corresponding tab.


[Update/edit Website](#) if desired. To edit click the corresponding tab.

[Update/edit Contacts](#) if desired. To edit, click the corresponding tab.

[Update/edit Authorized Officials](#) if desired. To edit, click the corresponding tab.

[Update/edit Titles](#) if desired.

To update attachments, see [Update Attachments](#).

Once desired changes are made, click the  **Save** button. The completed request must be validated and submitted to BOEM.

Associated Bond Requests

- Bonding requests must be submitted to BOEM along with a change of name, business conversion (with company name change) or merger request to ensure all bonds, leases, DOOs, ROWs and RUEs affected by the name change, business conversion or merger reflect the respective changes.
- Associated bond requests may include: New Bond, Bond Rider, Bond Cancellation/Termination and other forms of financial assurance.
- All associated bonding requests **must** be initiated via **TIMS Web Company** application.
- Once associated bond requests have been initiated, user can process them to completion through **TIMS Web Bonding** application. See [Access TIMS Web Bonding](#).

Bonding steps are outlined below.

Step I: Create Associated Bond Requests

- **Business conversion:** see [Invoke Change of Name Bond Rider](#) for instructions..
- **Change of name:** see [Invoke Change of Name Bond Riders](#) for instructions..
- **Merger:** see [Invoke Bond Processes](#) for instructions.




Step II: Validate Associated Bond Requests for eSignature

- User must have appropriate role.
- Attachments required for the bond must have been uploaded **prior** to validation. See [Upload Attachments](#).

To validate bond requests for eSignature, **Login** and click **TIMS Web Bonding**. Select the  **Company Submittals** tab.

Select change of name/business conversion/merger request from the list in the top panel. Associated bond requests (if any) will be displayed in the bottom panel.

Select desired bond request from the bottom panel and click the corresponding **Submittal Id** link. The bond request page is displayed.

Click the  button located at the bottom of the page. Click  to confirm or click  to abort the validation.

If validation fails, the system displays an appropriate message and lists reasons for the failure.

If validation is successful, the system updates the bond request to eSign status and notifies all required signatories that the request is ready to be signed.

Click  to return to previous page.

Step III: eSign Associated Bond Requests

- Bond requests must have been validated for electronic signature prior to signing.
- Only user with appropriate role can sign associated bond request.

Login and select **TIMS Web Bonding**. Click the  tab.

Select the appropriate change of name/business conversion or merger request from the displayed list in the top panel. All associated bond requests are displayed in the bottom panel.

Select desired bond request from the bottom panel and click the corresponding **Submittal Id** link. The bond request page is displayed.

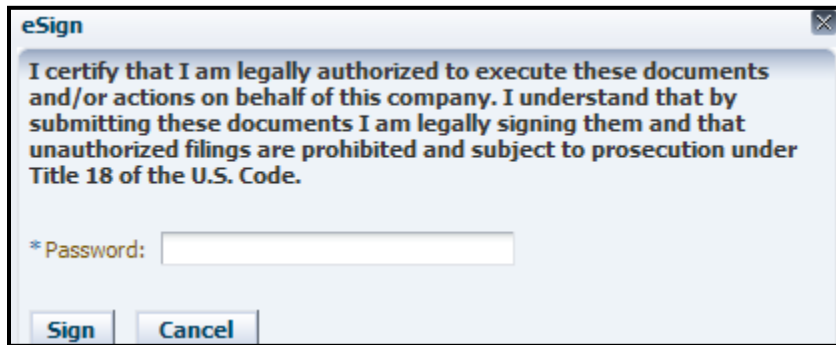
The E-Signature panel is located at the bottom of the page. User may have to scroll down to see the signature panel. A sample is shown.



The screenshot shows a web form titled "E-Signature(s)" with a dropdown arrow. At the top right is a green "eSign" button. Below it, the form contains the following fields and values: "Name of Principal:" followed by "Shell Offshore Replication Test"; "Signature of Person Executing for Principal:" followed by "Name and Title:"; "Principal Business Address:" followed by "Address: P.O. Box 576"; and "City: Houston State: TX Zip Code: 77001-0576".


Figure 24: Electronic Signature Panel

Click the  button.



Enter your TIMS Web Password and click  or click  to abort signing.

The bond request remains in eSign status until the last required signature is applied.

Click  to return to previous page.


Step IV: Review and Submit Associated Bond Requests


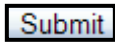
- All required signatures must have been applied.
- Only user with appropriate role may review and submit the bond request.

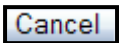

Login TIMS Web. Select **TIMS Web Bonding** and click the  tab.

Select desired change of name, business conversion or merger request from the list in the top panel. Associated bond requests are listed in the bottom panel.

Select desired bond request from the bottom panel and click the corresponding **Submittal Id** link. The appropriate page is displayed.

Click the  located at the bottom of the page. Bond Submittal Report page is displayed. The report is in Read Only format. User may review and verify that the report is correct.

To submit the bond request, click the  button. Click  to confirm the submission. Upon successful submission, the system updates the bond request to Prepending status.

If user selects the  button, the system aborts the submission. User must click  to confirm the action.



Associated bond requests will be submitted concurrently when the business conversion/change of name or merger request is submitted to BOEM.

Recall Associated Bond Requests

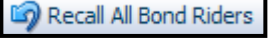

- User with appropriate role can recall all or individually selected bond request associated with a change of name, business conversion with name change, or merger.
- Bond requests in Draft, eSign or Prepending status can be recalled.
- The system displays an appropriate message if the bond request cannot be recalled.

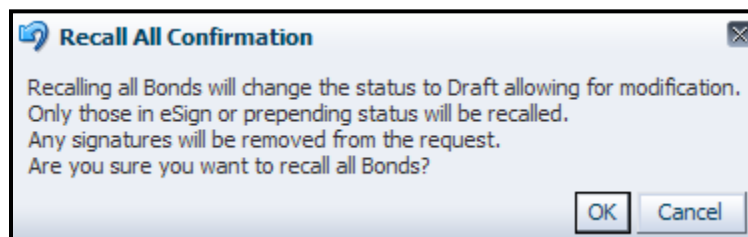
To recall an associated bond request, **Login** and click **TIMS Web Company**.



Select desired change of name/business conversion or merger and click the corresponding **Submittal ID** link. Select the **Affected Bonds** tab.

To recall a single bond request, select the bond request to be recalled and click the  or  button as appropriate. If the bond request cannot be recalled, an appropriate message will be displayed.

Click  to close the window.

To recall all initiated bond requests click the  or  button (as appropriate). The following message will be displayed.



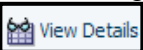
Click  to confirm the recall. Click  to cancel the recall. Recalling a bond request changes its status to Draft and invalidates all applied signatures.


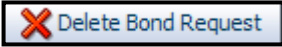
Bond requests in Draft status remain in Draft status after the recall.

Delete Associated Bond Requests

- User may delete bond requests associated with a change of name, business conversion or merger.
- Only requests in Draft status can be deleted.
- The system displays a message if a bond request cannot be deleted.

To delete a bond request, **Login** and click **TIMS Web Company**.

Select desired change of name/business conversion/merger request from the displayed list and click . Alternatively click the appropriate **Submittal ID** link.


On the displayed page click the  tab. From the list in the lower panel, select the bond request you wish to delete and click the  button.

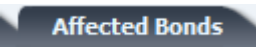

Click  to confirm or click  to discard the deletion.


Withdraw Associated Bond Requests

- User may withdraw bond requests associated with change of name/business conversion request.
- The system displays a message if a bond request cannot be withdrawn.

To withdraw a bond request, **Login** and click **TIMS Web Company**.

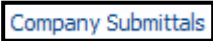
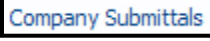
Select desired change of name/business conversion request from the displayed list and click . Alternatively click the appropriate **Submittal ID** link.

On the displayed page click the  tab. From the list in the lower panel, select the bond request you wish to withdraw and click the  button.

Click  to confirm or click  to discard the action. The system displays a message if the selected bond request cannot be withdrawn.

Access TIMS Web Bonding

To access TIMS Web Bonding application, **Login** and select **TIMS Web Bonding**. Bonding submittals page is displayed.

Click the  tab. A sample screen is shown in Figure 25. The  tab is identified by red arrow in the figure.

Bureau of Ocean Energy Management
TIMS Web

WebCenter | My Entitlements | Accessibility | o-smithk | Exxon name | 01/10/2013

Company | Bonding
Manage Submittals | Bonding Functions | Bonding Guidelines | **Company Submittals**

Company Submittals with Dependent Bond Submittals

SubmittalId	SubmittalName	Company Name	Company Number	SubmittalStatus	Status Date	Submittal Type
2206078	test attachment-merger	Exxon name	00276	Review	01/07/2013	Company Merger
2200040	sbw_CON_603	Exxon name	00276	Approve	12/07/2012	Change of Name
2196260	sbw_BCONV_598	Exxon name	00276	Approve	11/30/2012	Business Conversion
2191562	sbw_MRGR_587	Exxon name	00276	Withdrawn	11/19/2012	Company Merger
2189411	sbw_MRGR_581_2	Exxon name	00276	Withdrawn	11/16/2012	Company Merger
2189123	sbw_CON_581	Exxon name	00276	Deny	11/13/2012	Change of Name
2188971	sbw_MRGR_581	Exxon name	00276	Deny	11/13/2012	Company Merger
2188163	sbw_MRGR_579	Exxon name	00276	Deny	11/13/2012	Company Merger
2186924	sbw_MRGR_578 Nov 8	Exxon name	00276	Approve	11/08/2012	Company Merger

View Decision | History | Details

Submittal Id	Submittal Name	Status	Submittal Date	Submittal Type	Collateral Number	Collateral Amount	Region	Surety Company Number	Surety Company
2207682	cancel bond 1	Received	1/7/2013	Bond Cancellation	104806668	300000	Alaska Region	12345	PRINCIPAL N
2207692	cancel two	Received	1/7/2013	Bond Cancellation	615103276592	3000000	Gulf of Mexico Region	20383	TRAVELERS
2207702	cancel three	Received	1/7/2013	Bond Cancellation	615103360325	300000	Gulf of Mexico Region	20383	TRAVELERS
2207712	cancel four	Received	1/7/2013	Bond Cancellation	PreDem2Replace	1000000	Gulf of Mexico Region	30088	RLI CORPOR


Figure 25: Bonding Submittals List

Select the desired change of name, business conversion or merger from the top panel. Upon selection, all associated bond requests (if any) will be displayed in the bottom panel.

Select desired bond request and click the  button. The system displays the bond request. Alternatively, click the **Submittal Id** link.

If the bond request is in Draft or Rework status, user can edit and save the changes.

The associated bond request must be **validated** for electronic signature, **signed** and **submitted** to BOEM for approval.

The  button shown in Figure 25, enables user to view the status changes of a selected bond request.

Business Conversion

- A qualified company can change company's Type using TIMS Web Company application.
- Only users with appropriate role can change their representative company's Type.
- **Appendix A** shows required documents for business conversion.
- View affected leases, ROWs, RUEs and Bonds (optional), or proceed to **Initiate Business Conversion Request**.

Affected Leases, ROWs and RUEs

- Leases, ROWs and RUEs are affected **if** the business conversion request includes a change of company's name.
- No action is required by the user regarding affected Leases, ROWs and RUEs.

To view affected Leases, ROWs and RUEs, **Login** TIMS Web.

Select **TIMS Web Company** and click the **Requirements** tab.

Select the **Business Conversion** button. Select a **Conversion Type** from the drop-down list and click the **Leases/ ROWs/ RUEs** tab. A sample of the displayed page is shown.

Requirements			Lease / ROWs / RUEs		Affected Bonds	
Print Leases/ROWs/RUEs						
Affected Leases						
Region	Record Title	Operating Rights				
▼ Gulf of Mexico Region		00229				
		00841				
		00842				
	G02638					
	G02639					
	G02643					
	G03594					
		G03958				
		G04143				
	G04240					
	G05862					
	G05863					
	G05868					
	G05871					
	G05889					
	G05900					
Affected ROWs						
Region	ROWs					
▼ Gulf of Mexico Region	G09349					
	G13408					
	G13702					
	G14026					
	G14027					
	G14697					
	G14698					
	G15988					
	G15989					
	G16017					
	G16018					
	G16033					
	G16034					
	G16035					
	G20507					
	G20508					
Affected RUEs						
Region	RUEs					
▼ Gulf of Mexico Region	G21920					
	G21963					
	G21966					
	G21984					
	G21990					
	G22002					
	G22076					
	G22079					
	G23555					
	G23603					
	G23628					
	G23684					
	G23696					
	G30018					
	G30045					
	G30046					

Figure 26: Business Conversion: Affected Leases, ROWs, and RUEs

All leases, rights of way, and rights of use and easement for each region are listed. To expand/collapse the list click triangles identified by red ovals.

Click **Print Affected Leases/ROWs/RUEs** to print the list. Clicking **Print Package** prints business conversion requirements, Leases, ROWs, and RUEs and Affected Bonds to user's default printer.

Affected Bonds

To view bonds affected by business conversion, **Login** TIMS Web.


Select **TIMS Web Company** and click the **Requirements** tab.


Select the **Business Conversion** button. Select **Conversion Type** from the drop-down list and click the **Affected Bonds** tab.

The displayed page shows active bonds for each affected region. A sample screen is shown in Figure 27. An **active** bond has an effective date that has not been terminated, cancelled or replaced.

Business Process: <input type="radio"/> Qual Update <input type="radio"/> Change of Name <input checked="" type="radio"/> Business Conversion <input type="radio"/> Merger <input type="button" value="Regional Contacts"/> <input type="button" value="Print Package"/>									
Requirements Leases/ ROWs/ RUEs Affected Bonds									
<input type="button" value="Print Affected Bonds"/>									
Active Surety Bonds									
Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date	
	▽ Gulf of Mexico Region								
AETNA INSURANCE COMP.		20001	G28390	ou812	Surety Bond	ROW - REn	300000	3/28/2012	
BANK ONE, LOUISIANA		20583	G28390	de1059-2	Surety Bond	ROW - REn	300000	3/29/2012	
BANK ONE, LOUISIANA		20583		0u812	Surety Bond	Commerical Lease - REn	2000000	3/28/2012	
RLI CORPORATION		30088	G32031	2	Surety Bond	Commerical Lease - REn	100000	4/25/2012	
Other Active Bonds									
Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date	
	▽ Gulf of Mexico Region								
U.S. TREASURY		20049	G28401	456546	Treasury Note	ROW - REn	300000	4/3/2012	
U.S. TREASURY		20049	G25784	453435	Treasury Note	Commerical Lease - REn	100000	4/3/2012	
U.S. TREASURY		20049	G31534	4654646	Treasury Note	Limited Lease - REn	300000	4/3/2012	
U.S. TREASURY		20049	G30121	23432	Treasury Note	RUE - REn	300000	4/3/2012	

Figure 27: Business Conversion: Affected Bonds

Click  to expand the list.

Click  to print the list of bonds to your local printer.

Clicking  button prints Business Conversion Requirements, active bonds, Leases, ROWs and RUEs to user's default printer.

Initiate Business Conversion Request

Login and select **TIMS Web Company**.

On the displayed page click the  button.

Select **Business Conversion Request** option. The displayed page is shown in Figure 28.

The screenshot shows a web form titled "Business Conversion". It is divided into three main sections:

- Submittal Information:** Contains two required fields: "* Submittal Name:" and "Submittal Description:". Both fields are empty text boxes.
- Current Company Information:** Displays pre-filled information: "Company Name: Shell Offshore Replication Test", "Company Type: General Partnership", "Company Number: 00689", and "State of Incorporation: LA".
- Business Conversion:** Contains three required fields: "New Company Name:" (empty text box), "* New Company Type:" (a dropdown menu with a downward arrow), and "* Filing Date (Secretary of State):" (empty text box with a calendar icon). Below these fields are two buttons: "Create Request" (with a right-pointing arrow icon) and "Cancel" (with a left-pointing arrow icon).

Figure 28: Initiate Business Conversion

Type **Submittal Name** and Submittal Description in the fields provided. Submittal Name must be unique to submittal type. If Submittal Name is not unique, the system will display an appropriate message.


The system populates Company Type and State of Incorporation for the company and identifies all regions affected by the request. If Company Type and State of Incorporation are not available, user must provide the missing data.

If business conversion is accompanied by a new name, a **New Company Name** must be entered. The entered company name must be unique and must match exactly the name that appears on business records and required documents.

Select **New Company Type** from drop-down list. Type or select **Filing Date**. Filing Date is the effective date of the conversion indicated in State Certificate. Filing Date cannot exceed current date.

Asterisks (*) indicate required fields.

To continue with the request click  To cancel the request click .

Upon clicking  Business Conversion Request page, shown in Figure 29, is displayed.

Business Conversion Request

[Validate](#)
[Submit](#)
[Print](#)
[< Submittal Listing](#)

[Company Details](#)
[Contacts](#)
[Attachments](#)
[Authorized Officials](#)
[Affected LRRs](#)
[Affected Bonds](#)

Submittal Information:
 Submittal Name: **dhmsfm** Submittal Description:

> Current Company Information:

Business Conversion [Save](#) [Cancel](#)

New Company Name:
 * New Company Type: Corporation
 * Filing Date (Secretary of State): 7/1/2012
 Affected Regions: Gulf ☒ Pacific ☒ Alaska ☒ Atlantic ☐


Addresses(4) **Phone Numbers(2)** **Websites(1)**

[Add](#)
[Delete](#)
[Save](#)
[Cancel](#)

Region	Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Country	Address Type	Primary	Action
Gulf of Mexico Reg...	Post Office Box 4776			Houston	TX	77210-4778	United States	Adjudicatic	<input type="radio"/>	
OEMM Region-wide	800 W Commerce R	Suite 445		New Orleans	LA	70123	United States	Adjudicatic	<input type="radio"/>	
OEMM Region-wide	P.O. Box 61707			New Orleans	LA	70161-1707	United States	Adjudicatic	<input type="radio"/>	
Alaska Region	P.O. Box 61707			New Orleans	LA	70161-1707	United States	Adjudicatic	<input type="radio"/>	

Figure 29: Business Conversion Request

- In addition to changing company's Type, user may add or alter addresses, phone numbers and websites for the company. Company Contacts and Authorized Officials may also be modified if desired. See [Maintain Company](#) and subsequent subsections for instructions.


- Clicking  saves the request in Draft status.


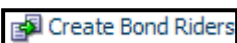
Proceed to: Invoke Change of Name Bond Riders.

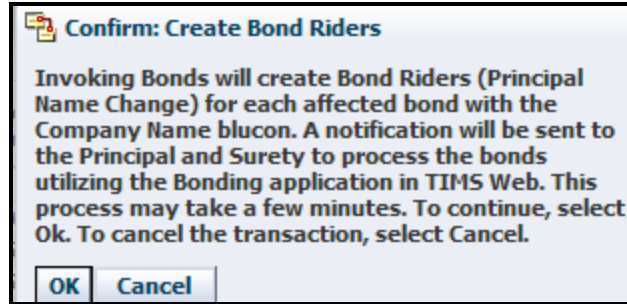
Invoke Change of Name Bond Rider

- For a business conversion without a name change, no bonding action is required.
- If the business conversion is accompanied by a name change, user with appropriate role must create Principal Change of Name bond riders for company's active bonds.
- Currently TIMS Web Company supports Principal Change of Name bond riders for **Surety** bonds only.

To invoke Principal Change of Name bond riders, **Login** TIMS Web.


Click **TIMS Web Company**. Select desired submittal and click . Alternatively click the appropriate **Submittal ID** link.

Select the  tab and click . The following message is displayed.



Click **OK** to confirm. To cancel the initiation of bond rider click **Cancel**.

Upon confirmation, the system creates a Principal Change of Name bond rider request for **each** affected **Surety** bond and notifies the Principal and the Surety to eSign the bond rider requests.

Initiated bond riders are displayed in the bottom panel. User may need to click  identified by red oval in Figure 30, to see all initiated bond riders.

Business Conversion Request

Validate Submit Print < Submittal Listing

Company Details Contacts Attachments Authorized Officials Affected LRRs **Affected Bonds**

Print Affected Bonds Create Bond Riders

Active Surety Bonds

Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date
PRINCIPAL NOT FOUND RLI CORPORATION	▽ Alaska Region	12345		022-014-198	Surety Bond	Areawide	1000000	4/15/2005
		30088	Y00181	1	Surety Bond	Lease Specific	50000	4/5/2012
	> Gulf of Mexico Region							

Bond Riders Recall All Bond Riders Recall Single Bond Rider Delete Bond Request

Submittal ID	Submittal Name	Submittal Type	Date Created	Collateral Amount	Collateral Number	Region	Submittal Status
2092120	BCONV 2091920- 10	Bond Rider - CON	5/30/2012	500000	CXS88888	Gulf of Mexico Region	Draft
2092112	BCONV 2091920- 9	Bond Rider - CON	5/30/2012	500000	CXS77777	Gulf of Mexico Region	Draft
2092104	BCONV 2091920- 8	Bond Rider - CON	5/30/2012	500000	CXS66666	Gulf of Mexico Region	Draft
2092096	BCONV 2091920- 7	Bond Rider - CON	5/30/2012	600000	CXS55555	Gulf of Mexico Region	Draft
2092088	BCONV 2091920- 6	Bond Rider - CON	5/30/2012	500000	CXS44444	Gulf of Mexico Region	Draft

Figure 30: Business Conversion with name Change - Initiated Bond Riders List

Initiated bond riders must be validated for eSignature. See [Validate Associated Bond Requests for eSignature](#).

A sample of Principal Change of Name bond rider request is presented in Figure 31.

Figure 31: Principal Change of Name Bond Rider

All bond riders associated with business conversion with name change must be signed by both the Principal and the Surety **before** validation of the request. Validation fails if required signatures have not been applied **or** at least **one** bond rider for each affected bond has not been created. See [eSign Associated Bond Requests](#).


- After required signatures are applied, bond riders are updated to Prepending status.
- The business conversion request can be validated after associated bond riders are in **Prepending** status.
- User has the option to **recall** all **or** individually selected bond rider. See [Recall Associated Bond Requests](#).
- User has the option to **delete** associated bond riders. See [Delete Associated Bond Requests](#).


Proceed to: Validate and Submit Business Conversion Request.


Validate and Submit Business Conversion Request

- All required attachments must have been uploaded.
- All Principal Change of Name bond riders (if applicable) must be in **Prepending** status.
- User must have appropriate role to validate and submit the request.

To validate the request, **Login** and click **TIMS Web Company**.

Select desired business conversion request form the list and click  **View Details**. Alternatively click the appropriate **Submittal ID** link.

On Business Conversion Request page click the  button. Successful validation is acknowledged by the system. If validation fails, the system displays an appropriate message and indicates reasons for the failure.

Click . The system will acknowledge successful submission. Once the request is submitted to BOEM the system updates the request to appropriate status. Draft submittals are updated to Pending and Rework submittals are updated to Resubmit status.

- The request cannot be edited while in Pending status. To modify a request in Pending status, user must first recall the request. After recall, the request is updated to Draft status and can be modified. See [Recall Submittals](#).
- Bond riders associated with the business conversion, must be [reviewed](#) by BOEM Reviewers from [all](#) regions affected by the request.
- Upon approval of the business conversion request by Approvers from all affected regions, the system updates the request to Approved status; generates the approval letter and qualification card and sends a notification to the Submitter.
- BOEM approval date becomes [termination](#) date for company's old type. The **effective date** for the new type is determined by the Secretary of State of the state of filing. Existing company records are archived in EDMS and company records reflecting company's new type (and new name if applicable) are created by the system.
- If Business Conversion request is denied by BOEM Reviewer, reasons for denial along with denial notification is sent to the Submitter.

Edit Business Conversion Request


- Business conversion request can be edited by user with appropriate role.
- Only requests in Draft Returned/Rework status can be edited.
- To modify requests in Pending status, see [Recall Submittals](#).


Login and click **TIMS Web Company**. Select desired submittal and click the  button. Alternatively click the appropriate **Submittal ID** link. Selected request is displayed.

To [modify](#) the New Company Name (if applicable), click the  button located in the Business Conversion pane, identified by red arrow in the figure below.

Figure 32: Update Business Conversion Request

If bonds were associated with the old name, they will be deleted after the name change. User must create new bond requests with the New Company Name.

Click **OK** to confirm or click **Cancel** to cancel the name change. Upon clicking **OK**, type the New Company Name in the designated field. The system displays an appropriate message if the New Company Name is not unique. If the  button is absent, type over the old name and click **Save**.

- To modify New Company Type, select new type from the drop-down list and click **Save**.
- To modify Filing date, click the  button and select desired date or type over the existing date. Filing Date cannot exceed current date.
- **Update/edit Addresses** if desired. To edit click the corresponding tab.
- **Update/edit Phone Numbers** if desired. To edit click the corresponding tab.
- **Update/edit Website** if desired. To edit click the corresponding tab.
- **Update/edit Contacts** if desired. To edit, click the corresponding tab.
- **Update/edit Authorized Officials** if desired. To edit, click the corresponding tab.
- To update attachments, see **Update Attachments**.

Once completed, click the **Save** button located in the Business Conversion pane to save the changes.

Change of Name

- A qualified company can change company's name using TIMS Web Company application.
- Only users with appropriate role can initiate change on name request on behalf of their representative company.
- Instructions on how to view required documents for change of name are outlined [here](#).
- If desired, view Affected Leases, ROWs and RUEs, and Bonds, or proceed to **Initiate Change of Name Request**.



Affected Leases, ROWs and RUEs

To view Leases, ROWs and RUEs affected by company's change of name, **Login** TIMS Web.


Select **TIMS Web Company** and click the **Requirements** tab.

Select **Change of Name** button and click **Lease / ROWs / RUEs**. Company's Leases, ROWs and RUEs are shown for each Region. A sample is shown.


Company Submittals | Company Information | Requirements

Business Process: ☐ Qual Update ☒ Change of Name ☐ Business Conversion ☐ Merger  Regional Contacts  Print Package


Requirements | Leases/ ROWs/ RUEs | Affected Bonds

 Print Affected Leases/ROWs/RUEs

Affected Leases

Region	Record Title	Operating Rights
 Gulf of Mexico Region		00229
		00841
		00842
	G02638	
	G02639	
	G02643	
	G03594	
		G03958
		G04143

Affected ROWs

Region	ROWs
 Gulf of Mexico Region	

Affected RUEs


Region	RUEs
 Gulf of Mexico Region	

Figure 33: Change of Name: Affected Leases, ROWs, and RUEs

Make sure to click triangles, identified by red oval, to expand the list.


Click **Print Affected Leases/ROWs/RUEs** to print the list. Clicking **Print Package** prints change of name requirements, Leases, ROWs, and RUEs and Affected Bonds to user's default printer.

- Leases, ROWs, and RUEs updates are done upon approval of the request.
- No action is required by the user regarding affected leases, ROWs and RUEs.

Affected Bonds

To view a list of bonds affected by the change of name request, **Login** TIMS Web.

Select **TIMS Web Company** and click the **Requirements** tab.

Select **Change of Name** button and click **Affected Bonds**. The system displays all active **Surety** bonds affected by the change of name request for each affected region. An **active** bond has an effective date that has not been terminated, cancelled or replaced. A sample screen is shown. Make sure to click the  to expand the list. The expand/collapse buttons are identified by red ovals in the following figure.






Business Process: <input type="radio"/> Qual Update <input checked="" type="radio"/> Change of Name <input type="radio"/> Business Conversion <input type="radio"/> Merger  Regional Contacts  Print Package								
Requirements Leases/ ROWs/ RUEs Affected Bonds								
 Print Affected Bonds								
Active Surety Bonds								
Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date
 Gulf of Mexico Region								
AETNA INSURANCE COMP.		20001	G28390	ou812	Surety Bond	ROW - REn	300000	3/28/2012
BANK ONE, LOUISIANA		20583	G28390	de1059-2	Surety Bond	ROW - REn	300000	3/29/2012
BANK ONE, LOUISIANA		20583		0u812	Surety Bond	Commerical Lease - REn	2000000	3/28/2012
RLI CORPORATION		30088	G32031	2	Surety Bond	Commerical Lease - REn	100000	4/25/2012
Other Active Bonds								
Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date
 Gulf of Mexico Region								
U.S. TREASURY		20049	G28401	456546	Treasury Note	ROW - REn	300000	4/3/2012
U.S. TREASURY		20049	G25784	453435	Treasury Note	Commerical Lease - REn	100000	4/3/2012
U.S. TREASURY		20049	G31534	4654646	Treasury Note	Limited Lease - REn	300000	4/3/2012
U.S. TREASURY		20049	G30121	23432	Treasury Note	RUE - REn	300000	4/3/2012

Figure 34: Change of Name: Affected Bonds

User may click  **Print Affected Bonds** to print the list to his local printer.

Click the **Company Submittals** tab to go back to submittals list.

Initiate Change of Name Request

To change the name of a qualified company, **Login** TIMS Web. Select **TIMS Web Company**.

Click  **Create New** and select **Change of Name Request** option. The displayed page is shown.

Change of Name

Submittal Information

* Submittal Name: Submittal Description:

Current Company Information:

Company Name: **Shell Offshore Replication Test** Company Type: **General Partnership**
 Company Number: **00689** State of Incorporation: **LA**

Change of Name

* New Company Name:

* Filing Date (Secretary of State):

Create Request Cancel

Figure 35: Initiate Change of Name

Enter **Submittal Name** and Submittal Description in designated fields. Submittal Name must be unique to submittal type. The system displays an appropriate message if Submittal Name is not unique. Submittal Description is optional.

The system populates Company Type and State of Incorporation for the company and identifies all regions affected by the request. If Company Type and State of Incorporation are not available, user must provide the missing data.

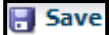
Type **New Company Name** and **Filing Date** in the fields provided. The New Company Name must be unique; spelling, upper or lower case and punctuation, must match exactly the name that appears on business records and required documents for the request to be accepted.

Filing Date is the effective date of the change of name indicated in State Certificate. Filing date **cannot** exceed current date. Asterisks (*) indicate required fields.

To cancel change of name request click . To continue with the request click . The Change of Name Request page is shown in Figure 36.

Figure 36: Change of Name Request

Change of Name Request page shows Company Details, Contacts, Attachments, Authorized Officials and Affected Bonds tabs.

Clicking  **Save** saves the request in Draft status.

- User may add or alter addresses, phone numbers and websites for the company.
- Company Contacts and Authorized Officials may also be modified if desired. To modify, click appropriate tabs.
- See [Maintain Company](#) and [Update Authorized Officials](#) for instruction.

[Proceed](#) to: Invoke Change of Name Bond Riders.

Invoke Change of Name Bond Riders

- Active bonds affected by a change of name request [require](#) Principal Change of Name bond riders.
- Currently TIMS Web Company application supports Principal Change of Name bond riders for [Surety](#) bonds [only](#).

To invoke Principal Change of Name bond rider for Surety bonds, **Login** and click **TIMS Web Company**.

Select desired request and click  **View Details**. Alternatively, click the appropriate **Submittal ID** link.

Click the  **Affected Bonds** tab. Affected bonds for each region are displayed.

Click the  **Create Bond Riders** tab identified by red arrow in Figure 37.

Change of Name Request

[Validate](#)
[Submit](#)
[Print](#)
[< Submittal Listing](#)

[Company Details](#)
[Contacts](#)
[Attachments](#)
[Authorized Officials](#)
[Affected LRRs](#)
[Affected Bonds](#)

[Print Affected Bonds](#)
[Create Bond Riders](#)

Active Surety Bonds

Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date
▼ Gulf of Mexico Region								
AETNA INSURANCE COMP..		20001	G28390	ou812	Surety Bond	ROW - REn	300000	3/28/2012
BANK ONE, LOUISIANA		20583	G28390	de1059-2	Surety Bond	ROW - REn	300000	3/29/2012
BANK ONE, LOUISIANA		20583		0u812	Surety Bond	Commerical Lease - REn	2000000	3/28/2012
RLI CORPORATION		30088	G32031	2	Surety Bond	Commerical Lease - REn	100000	4/25/2012

Other Active Bonds- Please upload supplemental attachments (on the Attachments tab)

Surety Name	Region	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date
▼ Gulf of Mexico Region								
U.S. TREASURY		20048	G28401	456546	Treasury Note	ROW - REn	300000	4/3/2012

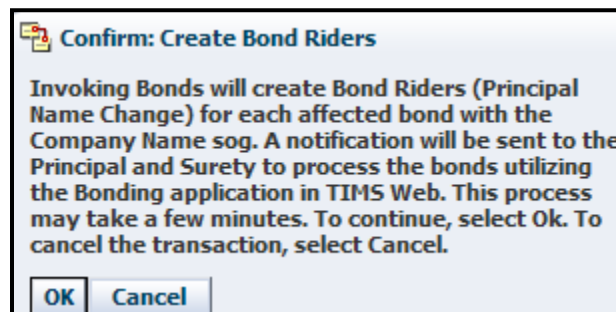
[Recall All Bond Riders](#)
[Recall Single Bond Rider](#)
[Delete Bond Request](#)

Bond Riders

Submittal ID	Submittal Name	Submittal Type	Date Created	Collateral Amount	Collateral Number	Region	Submittal Status
2108737	CON 2108655- 4	Bond Rider - CON	7/2/2012	100000	2	Gulf of Mexico Region	Draft
2108729	CON 2108655- 3	Bond Rider - CON	7/2/2012	2000000	0u812	Gulf of Mexico Region	Draft
2108721	CON 2108655- 2	Bond Rider - CON	7/2/2012	300000	de1059-2	Gulf of Mexico Region	Draft
2108713	CON 2108655- 1	Bond Rider - CON	7/2/2012	300000	ou812	Gulf of Mexico Region	Draft


Figure 37: Change of Name Request: Initiated Bond Riders List

Upon clicking, the following message will be displayed.



Click the **OK** button to confirm the action. Click **Cancel** to cancel the action.

Upon user's confirmation, the system creates a bond rider request for each affected **Surety** bond and saves the bond rider in Draft status.

The list of initiated bond riders appears in the lower panel of the screen. User may need to click  identified by red oval in Figure 37, to see the list.

Notifications are then sent to the Principal and the Surety that bond riders await their signature.

- All bond riders must be validated for eSignature. See [Validate Associated Bond Requests for eSignature](#).


- All bond riders must be signed by both the Principal and the Surety. See [eSign Associated Bond Requests](#).
- All bond riders must be submitted to BOEM. Upon submission to BOEM, bond riders will be updated to Prepending status.
- The change of name request can be validated [after](#) bond riders are in Prepending status.
- User has the option to [recall](#) all bond riders or individually selected bond rider. See [Recall Associated Bond Requests](#).
- User has the option to [delete](#) associated bond riders. See [Delete Associated Bond Requests](#).


[Proceed](#) to: Validate and Submit Change of Name Request.


Validate and Submit Change of Name Request

- All required attachments must have been uploaded.
- All bond riders must be in [Prepending](#) status.

To validate the request, **Login** and click **TIMS Web Company**.

Select desired change of name request and click  **View Details**. Alternatively click the appropriate **Submittal ID** link.

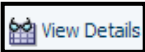
On Change of Name Request screen, click  **Validate**. If validation fails, the system displays a message indicating reasons for the failure. Correct the errors and validate again.




Upon successful validation click  **Submit**. After the request is successfully submitted, the system updates the request to appropriate status. Draft submittals are updated to Pending status and Rework submittals are updated to Resubmit status.

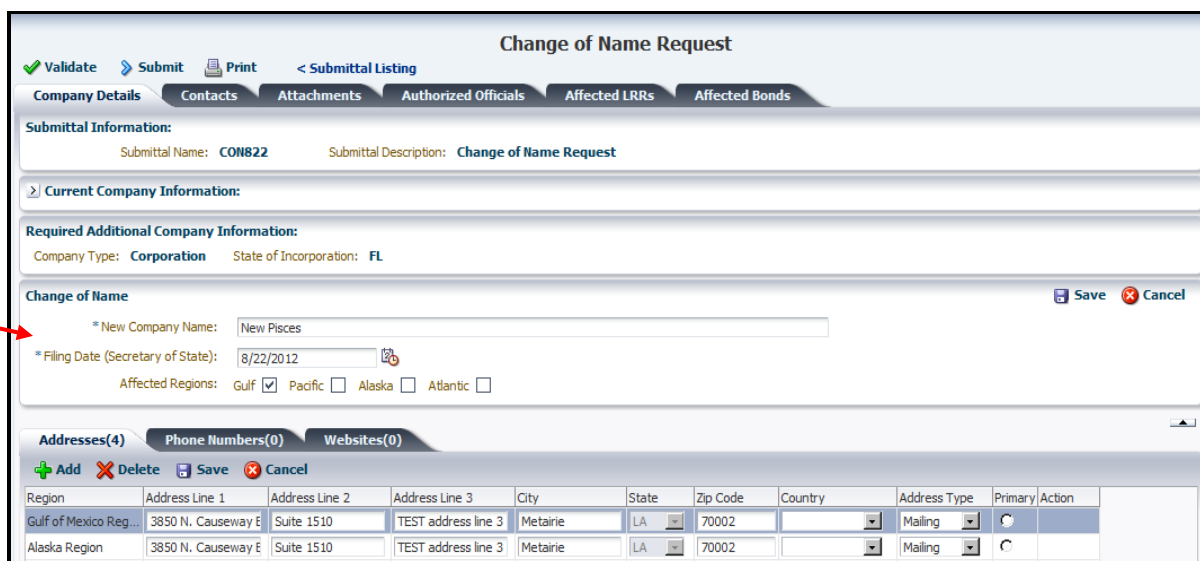
- The change of name request [cannot](#) be altered while the request is in Pending status. To modify the request in Pending status, user must first recall the request. After the recall, the request is updated to Draft status and can be modified. See [Recall Submittals](#).
- Upon approval of the change of name request by Approvers from affected regions, the system updates the request to Approved status; generates the approval letter and qualification card; and sends a notification to the Submitter.
- BOEM approval date becomes [termination](#) date for company's old name. The **effective date** for company's new name is determined by the Secretary of State of the state of filing. Existing company records are archived in EDMS and company records reflecting company's new name are created by the system.
- If change of name request is denied by BOEM Reviewer, reasons for denial, is communicated to the Submitter.

Edit Change of Name Request

- Change of name requests can be edited by users with appropriate role.
- Only requests in Draft Returned/Rework status can be edited.
- To modify requests in Pending status, see [Recall Submittals](#).

Login and click **TIMS Web Company**. Select desired submittal from the displayed list and click the  **View Details** button. Alternatively click the appropriate **Submittal ID** link. Selected request is displayed.

To modify the New Company Name, click the  button located in the Change of Name panel and follow the screen prompt. If the  button is absent, type over the old entry and click the  **Save** button located in the same panel. The panel is identified by red arrow in Figure 38.



The screenshot shows the 'Change of Name Request' form with the following sections:


- Submittal Information:** Submittal Name: CON822, Submittal Description: Change of Name Request
- Current Company Information:** Company Type: Corporation, State of Incorporation: FL
- Change of Name:**
 - * New Company Name: New Pisces
 - * Filing Date (Secretary of State): 8/22/2012
 - Affected Regions: Gulf ☒ Pacific ☐ Alaska ☐ Atlantic ☐
- Addresses(4):**


Region	Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Country	Address Type	Primary	Action
Gulf of Mexico Reg.	3850 N. Causeway E	Suite 1510	TEST address line 3	Metairie	LA	70002		Mailing	<input type="radio"/>	
Alaska Region	3850 N. Causeway E	Suite 1510	TEST address line 3	Metairie	LA	70002		Mailing	<input type="radio"/>	

Figure 38: Update Change of Name Request

The system displays an appropriate message if the New Company Name is not unique.

If bond riders are associated with the old name, they will be deleted after the name change. User must create new bond riders for the new name.

To modify Filing date, click the  button and select desired date or type over the existing date. Filing Date cannot exceed current date.

To update company's Contacts, Attachments, Authorized Officials, Addresses, Phone Numbers or Websites, click appropriate tabs. Once changes are applied, click  **Save**. For complete instructions see [Edit Maintain Company Request](#) and [Update Authorized Officials](#).

Merger

Companies or entities can submit a merger request through TIMS Web Company application. Merger request must be initiated by the surviving company. Companies involved in the merger must be BOEM **qualified** companies. User representing the surviving company must have appropriate role to initiate a merger request. We refer to the non-surviving company as the “merging company”.


Please note the following:

- Surviving company must assume all financial obligations of the merging company.
- Surviving company must secure all existing liabilities (their own and those belonging to the merging company) by creating new bonds, other forms of financial assurance, and/or bond riders.
- All bond requests associated with the merger must be processed to completion, i.e., be in Prepending status, before the merger request can be validated.
- All merging company’s active bonds must be terminated or cancelled through TIMS Web Company application. An **active** bond has an effective date that has not been terminated, cancelled or replaced.
- If the merger accompanies a change of surviving company’s name, Principal Change of Name bond riders must be invoked through TIMS Web Company application. Currently TIMS Web Company supports Change of Name bond riders for **Surety** bonds only.
- It is recommended that the required Principal Change of Name bond riders be invoked after all bonding obligations have been assumed by the surviving company.
- To view required attachments for merger see **Other Requests**.
- If desired, view Affected Leases, ROWs and RUEs, DOOSs and Bonds, or proceed to **Initiate Merger Request**.

Affected Leases, ROWs, and RUEs

To view merging company’s leases, ROWs and RUEs affected by the merger, **Login** and select **TIMS Web Company**.

Click the **Requirements** tab. On Business Process page select **Merger** and click **Select a Merging Company**. Make sure to click the triangle, identified by red oval, to expand the drop-down list.

Enter complete or partial Company Number or Company Name in appropriate field and press the **Enter** key. The list is sorted accordingly. Click the  button corresponding to the desired merging company.

Click **Affected LRRs**. The system displays a list of merging company's leases (including Record Title and Operating Rights), ROWs and RUEs for each affected region. A sample screen is shown.

The screenshot shows the TIMS Web interface for a merger. The 'Requirements' tab is active, displaying a table of 'Affected Leases' with columns for 'Company/Region', 'Record Title', and 'Operating Rights'. The 'Affected ROWs' and 'Affected RUEs' sections are also visible. A red circle highlights the 'Affected ROWs' section.

Company/Region	Record Title	Operating Rights
Plains Exploration & Production...		
Gulf of Mexico Region		
	G16762	00310
	G16772	
	G21665	
	G21666	
	G21668	
	G21669	
	G22354	
	G22355	
	G22356	
	G22360	
		G22712
	G22966	
	G25136	

Figure 39: Merger - Affected Lease, ROWs and RUEs

Click **Print Leases/ROWs/RUEs** to print the list.

- Upon approval by BOEM, affected leases, ROWs and RUEs are manually updated by BOEM Reviewers.
- No action is required by the user regarding affected leases, ROWs and RUEs.

Affected Bonds

To view active bonds of a merging company, **Login** TIMS Web.

Select **TIMS Web Company** and click the **Requirements** tab.

Select **Merger** and click **Select a Merging Company**. Locate desired merging company from the drop-down list and click the corresponding **+** button. To search for desired company, enter complete or partial Company Number or Company Name then press the **Enter** key.

Click the **Affected Bonds** tab. All active **Surety** bonds of the merging company will be displayed. A sample is shown.

Bureau of Ocean Energy Management
TIMS Web

WebCenter | My Entitlements | Accessibility
o-smithk Katie's Oil & Gas, LP 10/26/2012

Company Bonding
Company Submittals | Company Information | Requirements

Business Process: ☐ Qual Update ☐ Change of Name ☐ Business Conversion ☒ Merger Regional Contacts Print Package

☒ Merger

Select a Merging Company
Merging Company: Plains Exploration & Production Company (PXP)
Merging Company Number: 02702

Requirements Leases/ ROWs/ RUEs Affected Bonds DOO

Print Affected Bonds

Active Surety Bonds

Region	Surety Name	Surety Number	Lease/ROW/RUE	Collateral Number	Collateral Type	Collateral Category	Collateral Amount	Collateral Effective Date
<input checked="" type="checkbox"/> Gulf of Mexico Region	U. S. SPECIALTY INSURA...	21516		B001669	Surety Bond	Areawide	\$3,000,000	7/1/2005
	RLI INSURANCE COMPANY	20648		RLB0011406	Surety Bond	Areawide - node	\$300,000	3/24/2008
<input checked="" type="checkbox"/> Pacific Region	PRINCIPAL NOT FOUND	12345		B000629	Surety Bond	Areawide - node	\$300,000	9/10/2004
	TRAVELERS CASUALTY AN...	20383	P00316	400J28437	Surety Bond	Supplemental - Lease Specific	\$1,250,000	7/28/2004
	TRAVELERS CASUALTY AN...	20383	P00315	400J28437	Surety Bond	Supplemental - Lease Specific	\$1,250,000	7/28/2004
	TRAVELERS CASUALTY AN...	20383	P00450	400J28437	Surety Bond	Supplemental - Lease Specific	\$1,250,000	7/28/2004
	TRAVELERS CASUALTY AN...	20383	P00451	400J28437	Surety Bond	Supplemental - Lease Specific	\$1,250,000	7/28/2004
	TRAVELERS CASUALTY AN...	20383	P00441	400J28437	Surety Bond	Supplemental - Lease Specific	\$1,250,000	7/28/2004
	TRAVELERS CASUALTY AN...	20383	P00440	400J28437	Surety Bond	Supplemental - Lease Specific	\$1,250,000	7/28/2004
	TRAVELERS CASUALTY AN...	20383	P00437	400J28437	Surety Bond	Supplemental - Lease Specific	\$1,250,000	7/28/2004
	TRAVELERS CASUALTY AN...	20383	P00447	400J28437	Surety Bond	Supplemental - Lease Specific	\$1,250,000	7/28/2004

Figure 40: Merger: Affected Bonds

Click **Print Affected Bonds** to print the list.

Affected DOOs

User representing the surviving company may view designated operators affected by the merger.

To view Designation of Operators (DOOs), **Login** TIMS Web.

Select **TIMS Web Company** and click the **Requirements** tab.

Select the **Merger** option and click **Select a Merging Company**.

Locate desired merging company from the drop-down list and click the corresponding button. To search for desired company, enter complete or partial Company Number or Company Name in the field provided then press the **Enter** key.

Click the **DOO** tab. All DOOs for the merging company are displayed for each affected region. Make sure to click triangles, identified by red oval, to expand items. A sample is shown.

Bureau of Ocean Energy Management
TIMS Web

WebCenter | My Entitlements | Accessibility
o-smithk Katie's Oil & Gas, LP 10/26/2012

Company Bonding
Company Submittals | Company Information | Requirements

Business Process: ☐ Qual Update ☐ Change of Name ☐ Business Conversion ☒ Merger

Merger
Select a Merging Company
Merging Company: Plains Exploration & Production Company (XP)
Merging Company Number: 02702

Requirements Leases/ ROWs/ RUEs Affected Bonds DOO

Print Affected DOO

Company/Region/Lease/Area Block Prot	Owner Number	Owner Name	Operator Number	Operator Name	Lease Description	Record Type
Plains Exploration & Production Com...						
> Gulf of Mexico Region						

Figure 41: Merger – Affected DOOs

User may print DOO list by clicking **Print Affected DOO**. The **Print Package** button prints merger Requirements, affected Leases, ROWs, RUEs, affected bonds and DOOs.

Initiate Merger Request

- TIMS Web Company application supports merging of two companies only (surviving company + merging company).
- To merge with multiple companies, the surviving company must submit multiple merger requests, one merging company at a time. The first merger request must be approved before the next merger can be submitted to BOEM.

To initiate a merger request **Login** TIMS Web. Select **TIMS Web Company**.

Click **Create New** and select **Merger Request** option. The displayed screen is shown in Figure 42.

Company Merger

Submittal Information
* Submittal Name: Submittal Description:

Surviving Company Information:
Company Name: **Shell Offshore Replication Test** Company Type: **General Partnership**
Company Number: **00689** State of Incorporation: **LA**

Merger
Select a Merging Company
* Merging Company:
Merging Company Number:
* Merger Filing Date (Secretary of State):
New Company Name:
Filing Date (Secretary of State):
 Create Request **Cancel**

Figure 42: Initiate Merger

Enter **Submittal Name** and Submittal Description. Submittal Name must be unique. If a unique Submittal Name is not entered, the system will display an appropriate message. Required fields are indicated by asterisk (*).

The system populates Company Type and State of Incorporation for the surviving company and identifies all regions affected by the request. If Company Type and State of Incorporation are not available, user must provide the missing data.

Click Select a Merging Company From the displayed list, select the merging company and click the corresponding + button. A sample is shown.

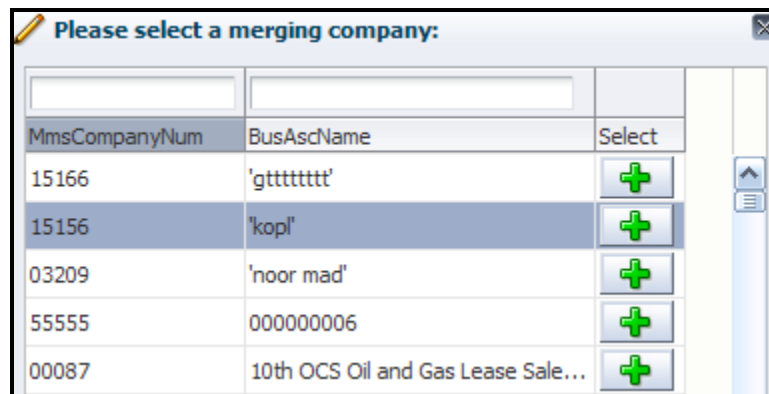


Figure 43: Select Merging Companies

To **filter** the list shown in Figure 43, enter complete or partial Company Number or Company Name in the field provided then press the **Enter** key.

Select **Merger Filing Date** using the 📅 button. Merger Filing Date is the effective date of the merger indicated in State Certificate. Merger Filing Date cannot exceed current date.

If the merger accompanies a change of company name, enter **New Company Name** and select change of name **Filing Date**. The New Company Name must be unique; spelling, upper or lower case and punctuation, must match exactly the name that appears on business records and required documents for the request to be accepted. Filing Date is the effective date of the change of name indicated in State Certificate. Change of name Filing Date cannot exceed current date.

Click ➤ Create Request to continue or click 🔄 Cancel to cancel the request.

Upon clicking ➤ Create Request the system displays Company Merger Request page, shown in Figure 44.

Region	Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Country	Address Type	Primary	Action
Gulf of Mexico Reg...	Post Office Box 4778			Houston	TX	77210-4778	United States	Adjudication A...	<input checked="" type="radio"/>	
OEMM Region-wide	800 W Commerce Rd, Suite 445			New Orleans	LA	70123	United States	Street	<input type="radio"/>	
OEMM Region-wide	P.O. Box 61707			New Orleans	LA	70161-1707	United States	Mailing	<input type="radio"/>	
Alaska Region	P.O. Box 61707			New Orleans	LA	70161-1707	United States	Adjudication A...	<input type="radio"/>	

Figure 44: Company Merger Request

- Company Details is the default screen.
- User may add or alter addresses, phone numbers and websites for the company. To modify, click the appropriate tab.
- Company Contacts and Authorized Officials may also be modified if desired. To modify, click the appropriate tab. See [Maintain Company](#) and [Update Authorized Officials](#) for instructions.
- Once desired changes are applied, click **Save**. The merger request is saved in Draft status.

[Proceed](#) to: DOO Attachments.

DOO Attachments

For merger requests, user with appropriate role can attach the Designation of Operator (DOO) documents by lease.

Login and click **TIMS Web Company**.

Select desired merger request and click **View Details**. Alternatively, click the appropriate **Submittal ID** link.

Click the **DOO Attachments** tab. The displayed page shows all leases affected by the merger. A sample screen is shown in Figure 45. [Make sure](#) to click to expand individual item. Click the **Expand All** button to expand all items.

Company Merger Request				
Validate	Submit	Print	< Submittal Listing	
Company Details	Contacts	Attachments	Authorized Officials	Affected LRRs
Affected Bonds	Affected D00s	D00 Attachments		
Expand All		Collapse All		
Company/Region/Lease/Area Block Prot	Attachment Name	View File [Upload Date]	Update File	Delete
▽ Shell Gulf of Mexico Inc. -02117				
▽ Gulf of Mexico Region				
▽ 00777				
▽ SM/ 22/LA3A				
Add Attachment				
	00777 - 00777	aD0011June12Doc.pdf [2012-06-12]		
	00777 - 2	a07JulyTestDoc.pdf [2012-07-02]		
▽ 00778				
▽ SM/ 23/LA3A				
Add Attachment				
	00778 - 00778	aD0011June12Doc.pdf [2012-06-12]		
▽ G26252				
▽ MC/ 391/NH16-10				
Add Attachment				
	G26252 - 26252	aD0011June12Doc.pdf [2012-06-12]		
▽ G26253				
▽ MC/ 392/NH16-10				
Add Attachment				

Figure 45: D00 Attachments

Select a lease and click the corresponding Add Attachment button.

Enter the D00 attachment name. Click to select the PDF file to upload. Once the file is selected, click . Alternatively, click to cancel the upload.

- At least **one** attachment must be uploaded for **each** affected lease.
- The Add Attachment button can be invoked multiple times to upload multiple D00 attachments.
- All required attachments must be uploaded in similar fashion
- D00 **Form MMS-1123** and a **PayGov** receipt are **required** as one attachment or as separate attachments.
- All attachments must be in **PDF**.


Proceed to: Invoke Bond Processes.

Invoke Bond Processes

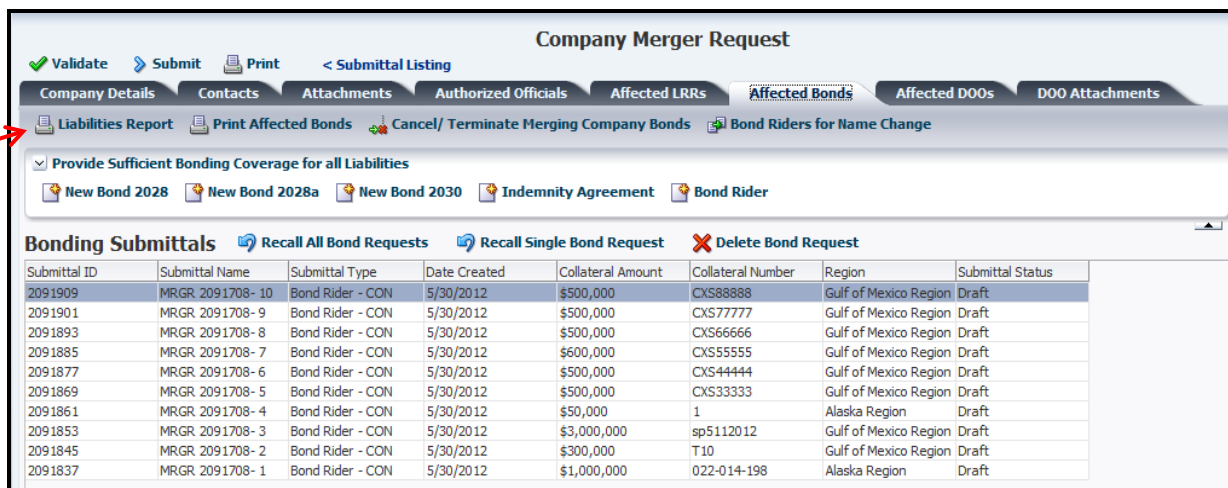
- Merging company is the non-surviving company.
- All merging company's liabilities must be covered by the surviving company.
- All merging company's active bonds must be terminated or cancelled by the surviving company.
- All necessary bond requests due to the merger must be **initiated** via TIMS Web Company application in order to be associated with the merger request.

TIMS Web Company - Industry User Guide

To invoke bond processes for affected bonds, **Login** and click **TIMS Web Company**.

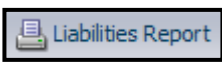
Select desired merger request and click  **View Details**. Alternatively, click the appropriate **Submittal ID** link.

Click the **Affected Bonds** tab on the displayed page. A sample screen for Oil and Gas industry is shown. In addition to New Bond and Indemnity Agreement as seen in Figure 46, other functions including Insurance Policy, Certificate of Deposit, Investment Grade Securities, and Trust Agreement are available for **Renewable Energy** industry.



Submittal ID	Submittal Name	Submittal Type	Date Created	Collateral Amount	Collateral Number	Region	Submittal Status
2091909	MRGR 2091708- 10	Bond Rider - CON	5/30/2012	\$500,000	CXS88888	Gulf of Mexico Region	Draft
2091901	MRGR 2091708- 9	Bond Rider - CON	5/30/2012	\$500,000	CXS77777	Gulf of Mexico Region	Draft
2091893	MRGR 2091708- 8	Bond Rider - CON	5/30/2012	\$500,000	CXS66666	Gulf of Mexico Region	Draft
2091885	MRGR 2091708- 7	Bond Rider - CON	5/30/2012	\$600,000	CXS55555	Gulf of Mexico Region	Draft
2091877	MRGR 2091708- 6	Bond Rider - CON	5/30/2012	\$500,000	CXS44444	Gulf of Mexico Region	Draft
2091869	MRGR 2091708- 5	Bond Rider - CON	5/30/2012	\$500,000	CXS33333	Gulf of Mexico Region	Draft
2091861	MRGR 2091708- 4	Bond Rider - CON	5/30/2012	\$50,000	1	Alaska Region	Draft
2091853	MRGR 2091708- 3	Bond Rider - CON	5/30/2012	\$3,000,000	sp5112012	Gulf of Mexico Region	Draft
2091845	MRGR 2091708- 2	Bond Rider - CON	5/30/2012	\$300,000	T10	Gulf of Mexico Region	Draft
2091837	MRGR 2091708- 1	Bond Rider - CON	5/30/2012	\$1,000,000	022-014-198	Alaska Region	Draft

Figure 46: Merger Bond Processes – Oil and Gas

To view existing liabilities click  identified by red arrow in the preceding figure. Merging company's leases, ROWs or RUEs that require coverage by the surviving company are listed in Liabilities Report. **It may take the system a few minutes to bring up the Liabilities Report.**

A sample of the Liabilities Report is shown in Figure 47.

Liabilities Report

Merging Company: 02702 Plains Exploration & Production Company

Surviving Company: 03279 Katie's Oil & Gas, LP

Submittal ID: 2162135

General Bonds

Lease/ROW Number	Operator Number and Name		Area Block Code Number	Type	Uncovered Liability
P00320	02702	Plains Exploration & Produ		EXP	\$200,000
P00322	02702	Plains Exploration & Produ		NOP	\$50,000
P00437	02702	Plains Exploration & Produ		EXP	\$200,000
P00438	02702	Plains Exploration & Produ		NOP	\$50,000
P00440	02702	Plains Exploration & Produ		EXP	\$200,000
P00441	02702	Plains Exploration & Produ		DEV	\$500,000
P00444	02702	Plains Exploration & Produ		NOP	\$50,000
P00460	02702	Plains Exploration & Produ		NOP	\$50,000
P00464	02702	Plains Exploration & Produ		NOP	\$50,000

Supplemental Bonds

Lease/ROW/RUE Number	Operator Number and Name		Area Block Code Number	Type	Decommissioning Liability	Uncovered Liability
P00315	02702	Plains Exploration & Produ		DEV	\$71,274,000	\$62,524,000

Figure 47: Liabilities Report


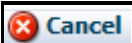
Merging company's liabilities (if any) will be listed under **General Bonds** and **Supplemental Bonds**. The surviving company must create appropriate bond request(s) to cover the amount.

Bond requests appropriate to **oil and gas** are enabled for users representing oil and gas industry and bond requests appropriate to **renewable energy** are enabled for users representing renewable energy industry **only**.

The following bonding functions are available:

New Bond 2028

Follow **Login** steps described in [Invoke Bond Processes](#).

To initiate a 2028 bond request click the **New Bond 2028** button. Enter **Submittal Name** and click . Submittal Name must be unique to submittal type. To discard the bond request click the  button.

Refer to *TIMS Web Bonding Industry User Guide: The 2028 Bond Form* to learn how to complete the form. User must click the  button to save entries.

After completing the bond form, click the  button located at the bottom of the page. User may need to scroll down to see the button.

Upon successful validation, the system notifies appropriate signatories that a bond request awaits their signature.

If user is an authorized signatory, he may scroll down the page and eSign the bond request. See [eSign Associated Bond Requests](#).

New Bond 2028a

Follow **Login** steps described in [Invoke Bond Processes](#).

To initiate a 2028a Outer Continental Shelf (OCS) Mineral Lessee's and Operator's Supplemental bond request click the  button.

On the displayed page, enter a unique **Submittal Name** and click . To discard the bond request click the  button.

Refer to *TIMS Web Bonding Industry User Guide: The 2028a Bond Form* to learn how to complete the form. User must click the  button to save entries.

After completing the bond form, click the  button located at the bottom of the page. User may need to scroll down to see the button.

Upon successful validation, the system notifies appropriate signatories that a request awaits their signature.

If user is an authorized signatory, he may scroll down the page and eSign the request. See [eSign Associated Bond Requests](#).

New Bond 2030

Follow **Login** steps described in [Invoke Bond Processes](#).

To initiate a new 2030 Pipeline Right of Way Grant bond request, click the  button.

On the displayed page, enter a unique **Submittal Name** and click . To discard the bond request click the  button.

Refer to *TIMS Web Bonding Industry User Guide: The 2030 Bond Form* to learn how to complete the form. User must click the  button to save entries.


After completing the bond form, click the  button located at the bottom of the page. User may need to scroll down to see the button.



Upon successful validation, the system notifies appropriate signatories that a request awaits their signature.

If user is an authorized signatory, he may scroll down the page and eSign the request. See [eSign Associated Bond Requests](#).

New Bond 0005

Follow **Login** steps described in [Invoke Bond Processes](#).

To initiate a 0005 Outer Continental Shelf (OCS) Renewable Energy Lessee's, Grantee's, and Operator's bond request, click the  button.

Enter **Submittal Name**. Submittal Name must be unique to submittal type. Click  to continue with the request or click  to discard the bond request.

Refer to *TIMS Web Bonding Industry User Guide: The 0005 Bond Form* to learn how to complete the form. User must click the  button to save entries.

After completing the bond form, click the  button located at the bottom of the page. User may need to scroll down to see the button.


Upon successful validation, the system notifies appropriate signatories that a request awaits their signature.

If user is an authorized signatory, he may scroll down the page and eSign the request. See [eSign Associated Bond Requests](#).

Indemnity/Trust Agreement, Certificate of Deposit, Insurance Policy, Investment Grade Securities Requests

To initiate indemnity/trust agreement, certificate of deposit, insurance policy or investment grade securities request, follow **Login** steps described in [Invoke Bond Processes](#), and click the appropriate button.

Enter **Submittal Name**. Submittal Name must be unique to submittal type.

Select **Region** from the drop-down list and click . A sample of Indemnity Agreement screen is shown.

	Attachment Name	View File [Upload Date]	Upload File	Delete
* Required	Indemnity Agreement	ApoaCOfrider30May12.pdf [05/30/2012]		

Figure 48: Indemnity Agreement

To upload the file, click the button. **Browse** local drive to select the appropriate file and click . Clicking cancels the action. All attachments must be in PDF.

Click the button. The system acknowledges successful submission. Click to close the displayed window.

While the request is in Draft status, the PDF attachment can be replaced with a new PDF file. To replace, click the button. Select the new PDF file from local drive and click .

User may delete an attachment by clicking the corresponding button. To add additional attachments, see [Supplemental Attachments](#).

Bond Rider – Assumption of Liabilities

The surviving company must have existing, active bonds to create Assumption of Liabilities bond rider.

To initiate a bond rider, follow **Login** steps described in [Invoke Bond Processes](#).

Click the button. Select the desired **Active** bond from the displayed list and click the button.

Enter **Submittal Name** and click the button. Submittal Name must be unique to submittal type. A sample screen is shown. To discard the bond rider, click .

Company Merger Request

Validate Submit Print < Submittal Listing

Contacts Attachments Authorized Officials Affected LRRs Affected Bonds Affected D00s D00 Attachments

Bond Rider Request

Save Cancel Back Attachments

✓ Bond Details Form 2028

Principal Name: Shell Offshore Replication Tests Collateral Number: CX544444 Collateral Category: Lease Specific
 Principal Number: 00689 Collateral Type: Surety Bond Collateral Amount: \$500,000
 Surety Name: AETNA INSURANCE COMPANY Lease/ROW/RUE: Effective Date: 3/7/2012
 Surety Number: 20001 Region: Gulf of Mexico Region

✓ Bond Rider Option(s)

* Effective Date: 5/4/2012

☐ Increase Bond Amount ☐ Decrease Bond Amount ☐ Change Name of Principal ☐ Assumption of Liabilities

Validate for eSignature Review for Submission

Figure 49: Merger - Bond Rider Options

Select the **Assumption of Liabilities** option. The system identifies all active bonds with bond amount and activity levels lower than or equal to that of the bond selected by the user. The identified bonds (if any) are listed in the Assumed Bonds panel. See Figure 50.

Bond Rider Request

Save Cancel Attachments

✓ Bond Details Form 2028

Principal Name: Forest Oil Corporation Collateral Number: 6218959 Collateral Category: Areawide
 Principal Number: 00048 Collateral Type: Surety Bond Collateral Amount: \$3,000,000
 Surety Name: SAFECO INSURANCE COMPANY OF AMERICA Lease/ROW/RUE: Effective Date: 5/30/2003
 Surety Number: 20007 Region: Gulf of Mexico Region

✓ Bond Rider Option(s)

* Effective Date: 11/29/2012

☐ Increase Bond Amount ☐ Decrease Bond Amount ☒ Assumption of Liabilities

✓ Assumption of Liabilities

Assumed Bonds

Search and Add


	Collateral Number	Effective Date	Collateral Amount	Collateral Type	Principal	Surety	Lease	Region
↓	11	3/28/2012	\$1	Surety Bond	Forest Oil Corporation	RLI CORPORATION		Gulf of Mexico Region


Excepted Bonds


	Collateral Number	Effective Date	Collateral Amount	Collateral Type	Principal	Surety	Lease	Region
No data to display.								

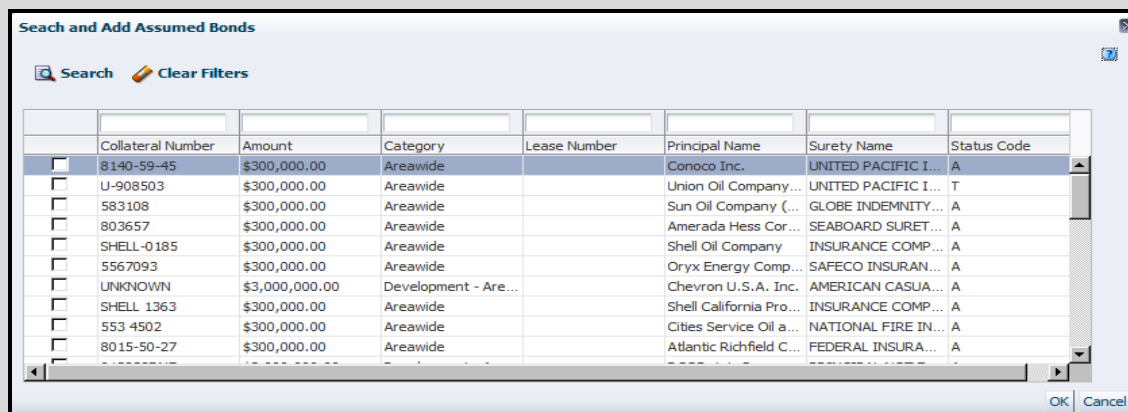
Validate for eSignature Review for Submission

Figure 50: Bond Rider - Assumption of Liabilities


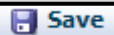
To exclude bonds from assumption, select a bond from the Assumed Bonds panel and click the corresponding  button. The action places user's selection in the Excepted Bonds


panel. Multiple bonds can be excluded in this fashion. The  button reverses the action. Bonds in the Excepted Bonds panel are excluded from assumption.

To assume liabilities for an Area Wide 2028 or Area Wide-ROW 2030 bond, click the  button. A sample of the displayed screen is shown.



	Collateral Number	Amount	Category	Lease Number	Principal Name	Surety Name	Status Code
<input type="checkbox"/>	8140-59-45	\$300,000.00	Areawide		Conoco Inc.	UNITED PACIFIC I...	A
<input type="checkbox"/>	U-908503	\$300,000.00	Areawide		Union Oil Company...	UNITED PACIFIC I...	T
<input type="checkbox"/>	583108	\$300,000.00	Areawide		Sun Oil Company (...)	GLOBE INDEMNITY...	A
<input type="checkbox"/>	803657	\$300,000.00	Areawide		Amerada Hess Cor...	SEABOARD SURET...	A
<input type="checkbox"/>	SHELL-0185	\$300,000.00	Areawide		Shell Oil Company	INSURANCE COMP...	A
<input type="checkbox"/>	5567093	\$300,000.00	Areawide		Oryx Energy Comp...	SAFECO INSURAN...	A
<input type="checkbox"/>	UNKNOWN	\$3,000,000.00	Development - Are...		Chevron U.S.A. Inc.	AMERICAN CASUA...	A
<input type="checkbox"/>	SHELL 1363	\$300,000.00	Areawide		Shell California Pro...	INSURANCE COMP...	A
<input type="checkbox"/>	553 4502	\$300,000.00	Areawide		Cities Service Oil a...	NATIONAL FIRE IN...	A
<input type="checkbox"/>	8015-50-27	\$300,000.00	Areawide		Atlantic Richfield C...	FEDERAL INSURA...	A


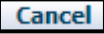
Click the box corresponding to the bond(s) you like to assume and click . Use the search button to search for specific bond(s). Click the  button to save entries.

Click the  button located at the bottom of the bond form. If validation is successful, the system notifies the authorized signatories that a request awaits their signature.

Bond Rider – Increase/Decrease Bond Amount

To change the bond amount for an existing, active bond, follow the **Login** steps described in [Invoke Bond Processes](#).

Click the  button. Select the desired **Active** bond from the displayed list and click the  button.


Enter **Submittal Name** and click . Submittal Name must be unique to submittal type. To discard the bond rider, click the  button.

Select the **Increase (Decrease) Bond Amount** option. Based on the existing rules governing bond rider amount, the system displays the new bond amounts for the user to choose from.

Select the New Bond Amount and click . A sample screen is shown.

Figure 51: Bond Rider - Increase Bond Amount

For more information on Bond Rider Bond Amount Business Rules, please refer to *TIMS Web Bonding Industry User Guide: Appendix C*.

Click the  button located at the bottom of the form. If validation is successful, the system notifies the authorized signatories that a request awaits their signature.

Bond Rider - Name Change

Merger requests including a change of surviving company's name require Principal change of Name bond riders.

To initiate Principal Change of Name bond riders, follow **Login** steps described in [Invoke Bond Processes](#).

Click the  tab. Click  to confirm or click  to cancel the action.

Upon confirmation, the system creates a bond rider for each affected bond in Draft status and notifies the Principal and the Surety that bond riders await their signature. The list of created bond riders will be displayed in the lower panel under Bonding Submittals. A sample screen is shown.

Company Merger Request

Validate Submit Print < Submittal Listing

Company Details Contacts Attachments Authorized Officials Affected LRRs Affected Bonds Affected DOOs DOO Attachments

Liabilities Report Cancel/Terminate Merging Company Bonds Bond Riders for Name Change

Provide Sufficient Bonding Coverage for all Liabilities

New Bond 2028 New Bond 2028a New Bond 2030 Indemnity Agreement Bond Rider (LA)

Bonding Submittals Recall All Bond Requests Recall Single Bond Request Delete Bond Request

Submittal ID	Submittal Name	Submittal Type	Date Created	Collateral Amount	Collateral Number	Region	Submittal Status
2063496	MRGR 2012376- 11	Bond Rider - CON	4/20/2012		1	Gulf of Mexico Region	Draft
2063488	MRGR 2012376- 10	Bond Rider - CON	4/20/2012		CXS88888	Gulf of Mexico Region	Draft
2063480	MRGR 2012376- 9	Bond Rider - CON	4/20/2012		CXS77777	Gulf of Mexico Region	Draft
2063472	MRGR 2012376- 8	Bond Rider - CON	4/20/2012		CXS66666	Gulf of Mexico Region	Draft
2063464	MRGR 2012376- 7	Bond Rider - CON	4/20/2012		CXS55555	Gulf of Mexico Region	Draft
2063456	MRGR 2012376- 6	Bond Rider - CON	4/20/2012		CXS44444	Gulf of Mexico Region	Draft
2063448	MRGR 2012376- 5	Bond Rider - CON	4/20/2012		CXS33333	Gulf of Mexico Region	Draft
2063440	MRGR 2012376- 4	Bond Rider - CON	4/20/2012		1	Alaska Region	Draft
2063432	MRGR 2012376- 3	Bond Rider - CON	4/20/2012		022-014-198	Alaska Region	Draft
2063424	MRGR 2012376- 2	Bond Rider - CON	4/20/2012		5206292	Gulf of Mexico Region	Draft
2063416	MRGR 2012376- 1	Bond Rider - CON	4/20/2012		5205965	Gulf of Mexico Region	Draft

Figure 52: Associated Bond riders


- User may proceed to validate bond riders for electronic signature. See [Validate Associated Bond Requests for eSignature](#).
- Bond riders must be signed by appropriate signatories. See [eSign Associated Bond Requests](#).
- Bond riders must be submitted to BOEM for approval. See [Review and Submit Associated Bond Requests](#).


Validate and Submit Merger Request

- Merger requests must be validated **before** submission.
- All required attachments must have been uploaded.
- All merging company's liabilities must have been covered.
- All merging company's active bonds must have been cancelled or terminated. See [Cancel/Terminate Merging Company Bonds](#).
- All bond riders for change of name (if applicable) must have been processed to completion.
- All bond requests associated with the merger must be in **Prepending** status before the merger request can be validated for electronic signature.
- Validation **fails** if any active bonds, lease assignments, ROWs, RUEs and Lease DOOs exist under the name of the merging company.

Log in and click **TIMS Web Company**.

Select desired merger request and click [View Details](#). Alternatively, click the appropriate **Submittal ID** link.

On Company Merger Request page, click . The system validates all new bonds, bond riders or bond terminations/cancellations have been signed by required signatories. If validation fails, the system displays a message indicating reasons for the failure.



Upon successful validation, click . If submission is successful, the system updates the request to appropriate status. Draft submittals are updated to Pending status and Rework submittals are updated to Resubmit status.

- The request **cannot** be altered by the user while in the request is in Pending status. To modify a request in Pending status, see [Recall Submittals](#).
- Upon approval of the merger request, an approval notice is sent to the surviving company.
- The surviving company's records, company Resolution, Incumbency Certificate and qualification data are updated by the system.
- All data for the merging company along with all impacted leases, ROWs and RUEs are also updated.
- If the merger request is denied, reasons for denial are communicated to the surviving company.



Change Merging Company

The surviving company may change the merging company while the merger request is in Draft status.

Login and click **TIMS Web Company**. Select desired submittal and click . Alternatively click the appropriate **Submittal ID** link.

On the displayed page click the  button corresponding to the merging company. Select desired company from the displayed list and click the  button.

You may search for a company by typing the complete **or** partial Company Number or Company Name in the appropriate blank field and press the **Enter** key. The list will be filtered accordingly.

After changing the merging company, user is notified that DOO attachments data will be repopulated to reflect the change. Click  to acknowledge the message and click  to save the change.


Make sure to upload **DOO attachments** for the **new** merging company. See [DOO Attachments](#).

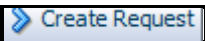
Cancel/Terminate Merging Company Bonds

- Surviving company is **required** to cancel or terminate **all** merging company's active bonds.
- Bond cancellation/termination requests can only be signed by surviving company's authorized signatory (i.e., Principal).
- It is recommended to cancel/terminate merging company's bonds after all other bond requests (i.e., new bond, bond riders, etc.) have been processed by the surviving company.


Login and click **TIMS Web Company**. Select desired merger request and click  **View Details**. Alternatively click the appropriate **Submittal ID** link.

Click the  **Affected Bonds** tab and select  **Cancel/ Terminate Merging Company Bonds**

To **cancel** merging company's bonds, select the bond to be cancelled and click  **Initiate Cancellation Request**

Enter **Submittal Name** and click  **Create Request**. Submittal Name must be unique to submittal type.

Enter remarks in the Cancellation Remarks field. Entering remarks is optional.

User must click the  **Save** button to save new entries. A sample screen is shown.

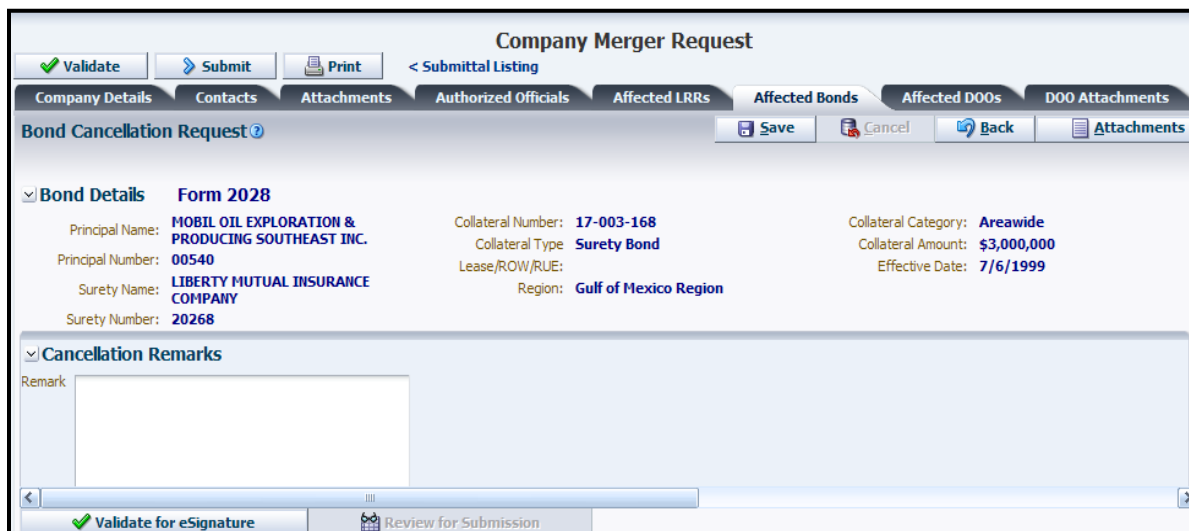






Figure 53: Bond Cancellation

To **terminate** merging company's bonds, select the bond to be terminated and click  **Initiate Termination Request**

Enter **Submittal Name** and click . Submittal Name must be unique to submittal type.



Enter remarks in the Termination Remarks field. Entering remarks is optional.

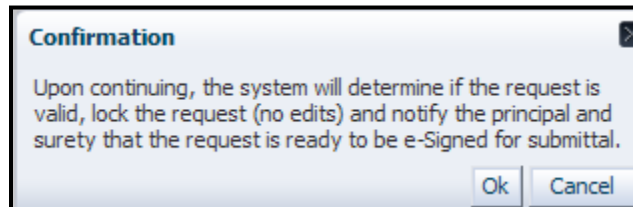
User must click the  button to save new entries. A sample screen is shown.



The screenshot shows the 'Company Merger Request' interface with the 'Bond Termination Request' tab selected. The form includes a top navigation bar with buttons for 'Validate', 'Submit', and 'Print', and a '< Submittal Listing' link. Below this is a tabbed menu with 'Company Details', 'Contacts', 'Attachments', 'Authorized Officials', 'Affected LRRs', 'Affected Bonds', 'Affected DOOs', and 'DOO Attachments'. The 'Affected Bonds' tab is active, showing a 'Bond Termination Request' form. The form has a 'Save' button and a 'Cancel' button. The 'Bond Details' section includes fields for 'Principal Name', 'Principal Number', 'Surety Name', 'Surety Number', 'Collateral Number', 'Collateral Type', 'Lease/ROW/RUE', 'Region', 'Collateral Category', 'Collateral Amount', and 'Effective Date'. The 'Termination Remarks' section has a text area for 'Remark'. At the bottom, there are buttons for 'Validate for eSignature' and 'Review for Submission'.

Figure 54: Bond Termination

Bond cancellation/termination request must be validated for electronic signature. Click the  button located at the bottom of the page. The following message is displayed. Click  to close the Confirmation window.



The confirmation dialog box has a title bar with a close button. The text inside reads: 'Confirmation. Upon continuing, the system will determine if the request is valid, lock the request (no edits) and notify the principal and surety that the request is ready to be e-Signed for submittal.' At the bottom right are 'Ok' and 'Cancel' buttons.

If validation fails, the system lists reasons for the failure. User must take corrective action and retry validation.


Click the  button to exit the current page.

- Bond cancellation/termination requests must be signed by the Principal (i.e., surviving company). See [eSign Associated Bond Requests](#).

- All bond cancellation/termination requests must be submitted to BOEM. See [Review and Submit Bond Requests](#).

Edit Merger Request

- Only user with appropriate role can edit a merger request.
- Only requests in Draft, Returned/Rework status can be edited.
- To modify requests in Pending status, see [Recall Submittals](#).

Login and select **TIMS Web Company**. Select desired merger request from the displayed list and click the  [View Details](#) button. Alternatively click the appropriate **Submittal ID** link. Selected request is displayed.

To [change](#) the surviving company's name, enter the new name in **New Company Name** field identified by red arrow below.

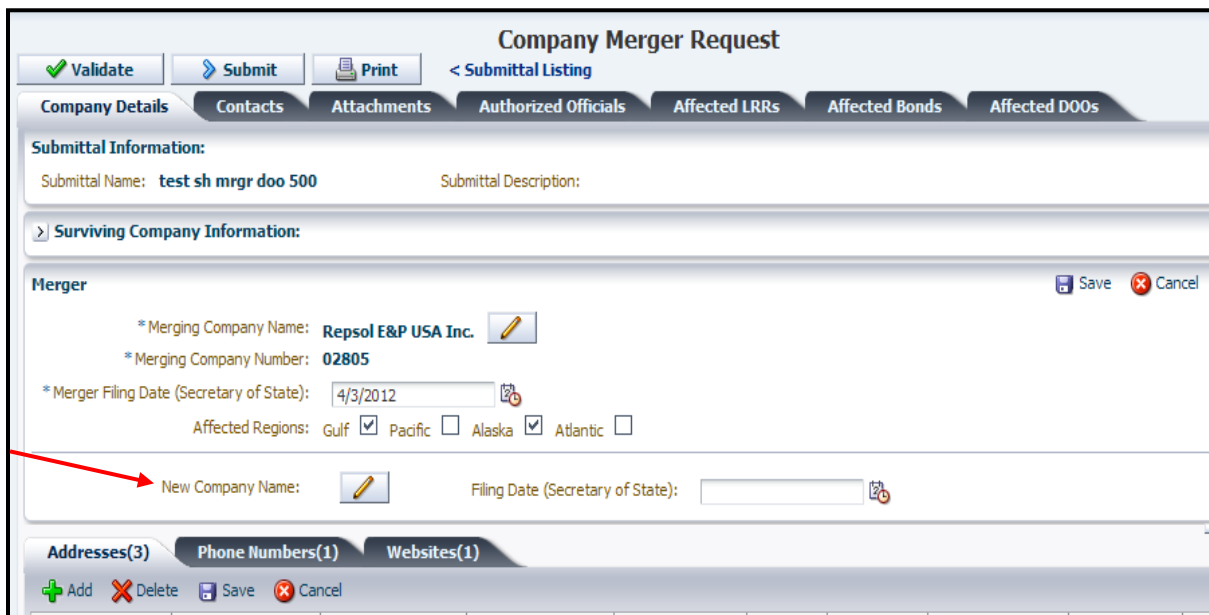





Figure 55: Edit Merger Request

The system displays an appropriate message if the New Company Name is not unique.

Type or select the **Filing Date** for company's change of name.

Once the surviving company's name is changed, all bonds, DOOs and leases/ROWs and RUEs associated with the old name will be [deleted](#). Click  to confirm or click  to cancel the name change. User must initiate new bond requests associated with the New Company Name.

To modify **Filing Date**, click the  button and select desired date or just type over the existing date. Filing Date cannot exceed current date.

To replace the merging company, see [Change Merging Company](#).

Make sure to upload **DOO attachments** associated with the new merging company. See [DOO Attachments](#).

- [Update/edit Addresses](#) if desired. Click the corresponding tab.
- [Update/edit Phone Numbers](#) if desired. To edit click the corresponding tab.
- [Update/edit Website](#) if desired. To edit click the corresponding tab.
- [Update/edit Contacts](#) if desired. To edit, click the corresponding tab.
- [Update/edit Authorized Officials](#) if desired. To edit, click the corresponding tab.
- If desired, see [Update Titles](#).
- If desired, see [Update Attachments](#).

Once completed, click the  **Save** button located in the Merger pane to save the changes.

Appendix A: Requirements for Business Conversion

The following documents are required to change an existing TIMS Web company type to Corporation, General Partnership, Limited Liability/Partnership, Trust, or Individual type.

Corporation:

Document	Description
Corporation Name	Copy of the Certificate of Incorporation from the Office of the Secretary of States of the State of incorporation, stating the name of the corporation exactly as it must appear on all legal documents, certified by the Secretary of the corporation.
Holder Authorization	A statement identifying the state in which the corporation is incorporated and declaring the corporation is authorized to hold mineral leases and/or right of way on the Outer Continental Shelf, certified by the Secretary of the corporation.
Resolution	Evidence of authority of officials authorized and empowered to execute for and on behalf of the corporation, certified by the Secretary of the corporation.
Incumbency Certificate	Certificate of Incumbency listing the officials' names and titles, authorized and empowered to execute for an on behalf of the corporation, certified by the Secretary of the corporation.
Power of Attorney	Authorization of Individuals to execute specific documents on behalf of the company.
MMS 2032 Equal Opportunity Affirmative Action Program Representation	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.
MMS 2033 Equal Opportunity Compliance Report Certification	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.

General Partnership:

Document	Description
Partnership Certificate	Certificate of Partnership and any amendments thereto, along with evidence of filing in the Office of the Secretary of State, certified by the Secretary of the partnership.
Partnership Agreement	Partnership Agreement and any amendments thereto, along with evidence of filing in the Office of the Secretary of State, certified by the Secretary of the partnership.
Holder Authorization	Statement indicating the State in which the partnership is registered or formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental shelf, certified by the Secretary of the partnership.
General Partner Statement (GPS)	Statements from each General Partner of the partnership reflecting the following, as appropriate
GPS Corporation Statement	If the General Partner is a corporation, a statement indicating the State in which it is incorporated and declaring that it is authorized to hold mineral leases and/or rights-of-way on the Outer Continental Shelf, certified by the Secretary of the corporation;
GPS Partnership Statement	If the General Partner is a partnership, a statement indicating the State in which it was formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, certified by the Secretary of the partnership
GPS Individual Statement	If the General Partner is an individual, a statement of citizenship.
Resolution	Evidence of authority of officials authorized and empowered to execute for and on behalf of the partnership, certified by the Secretary of the Partnership.
Incumbency Certificate	Certificate of Incumbency listing the officials' names and titles, authorized and empowered to execute for and on behalf of the partnership, certified by the Secretary of the partnership
Power of Attorney	Authorization of Individuals to execute specific documents on behalf of the company.
MMS 2032 Equal Opportunity Affirmative Action Program Representation	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.
MMS 2033 Equal Opportunity Compliance Report Certification	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.

Limited Liability Company/Limited Partnership:

Document	Description
Organization Articles	Articles of Organization, and any amendments thereto, certified by the Secretary of any Member or Manager of the Limited Liability Company (LLC).
Regulation Articles	Regulations, and any amendments thereto, of the Limited Liability Company, if there are any, along with evidence of filing in the Office of the Secretary of State, if required, certified by the Secretary of any Member or Manager of the Limited Liability Company.
Limited Liability Agreement	Operating Agreement or Limited Liability Agreement of the Limited Liability Company, and any amendments thereto, along with evidence of filing in the Office of the Secretary of State, if required, certified by the Secretary of any Member or Manager of the Limited Liability Company.
Holder Authorization	Statement indicating the State in which the limited liability company is registered or formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, individually certified by the Secretary of each member/manager of the Limited Liability Company.
General Partner Statement (GPS)	Statements from each General Partner of the partnership reflecting the following, as appropriate:
LLC Corporation Statement	If the member is a corporation, a statement indicating the State in which it is incorporated and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, certified by the Secretary of the corporation;
LLC Partnership Statement	If the member is a partnership, a statement indicating the State in which it was formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, certified by the Secretary of the Partnership;
LLC Holder Authorization	If the member is a limited liability company, a statement indicating the State in which it was formed and declaring that it is authorized to hold mineral leases and/or rights of way on the Outer Continental Shelf, certified by the Secretary of each Member of the Limited Liability Company
LLC Individual Statement	If the member is an individual, a statement of citizenship.
Resolution	Evidence of authority of officials authorized and empowered to execute for and on behalf of the partnership, certified by the Secretary of the Partnership.
Incumbency Certificate	Certificate of Incumbency listing the officials' names and titles, authorized and empowered to execute for and on behalf of the limited liability company, must consist of a certificate jointly executed by all members/member companies, reflecting such officers and their authority.

TIMS Web Company - Industry User Guide

Member Listing	Listing of all members of the limited liability company certified by the Secretary of any member or Manager of the limited liability company
Power of Attorney	Authorization of Individuals to execute specific documents on behalf of the company.
MMS 2032 Equal Opportunity Affirmative Action Program Representation	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.
MMS 2033 Equal Opportunity Compliance Report Certification	Completed by Lessees to confirm compliance with rules and regulations of the Secretary of Labor.

Trust:

Document	Description
Trust Agreement	Trust agreement or document establishing the trust, and all amendments thereto, duly certified by the trustee; such certification to also include a statement relative to where the original of the trust document(s) has been recorded
Trust Statement	Statement indicating the law under which the trust is established and that the trust is authorized to hold mineral leases and/or rights of way on the OCS, duly certified by the trustee(s).

Individual:

Document	Description
Individual Statement	Citizens and nationals of the United States,
Immigration Form	Aliens lawfully admitted for permanent residence in the United States as defined in 8 U.S.C. 1101(a)(20).

Appendix B: Company Types

Corporation:

A private, public or municipal corporation organized under the laws of the United States or of any State, or of the District Columbia or territory thereof (30 CFR 256.35(b)).

General Partnership:

Simply referred to as partnership, is a business shared by two or more individuals carrying on a business with the goal of making a profit. In general, each partner is jointly liable for the partnership's obligations.

Limited Partnership:

A type of business partnership, with two or more persons, with at least one general partner and one limited partner. The general partner has unlimited personal liability where the limited partner's liability is limited to the amount of his or her investment in the company.

Limited Liability Company (LLC):

A business structure allowed by State statute that can be applied by a corporation, partnership, or sole proprietorship giving its owners limited personal liability for the debts and actions of the LLC.

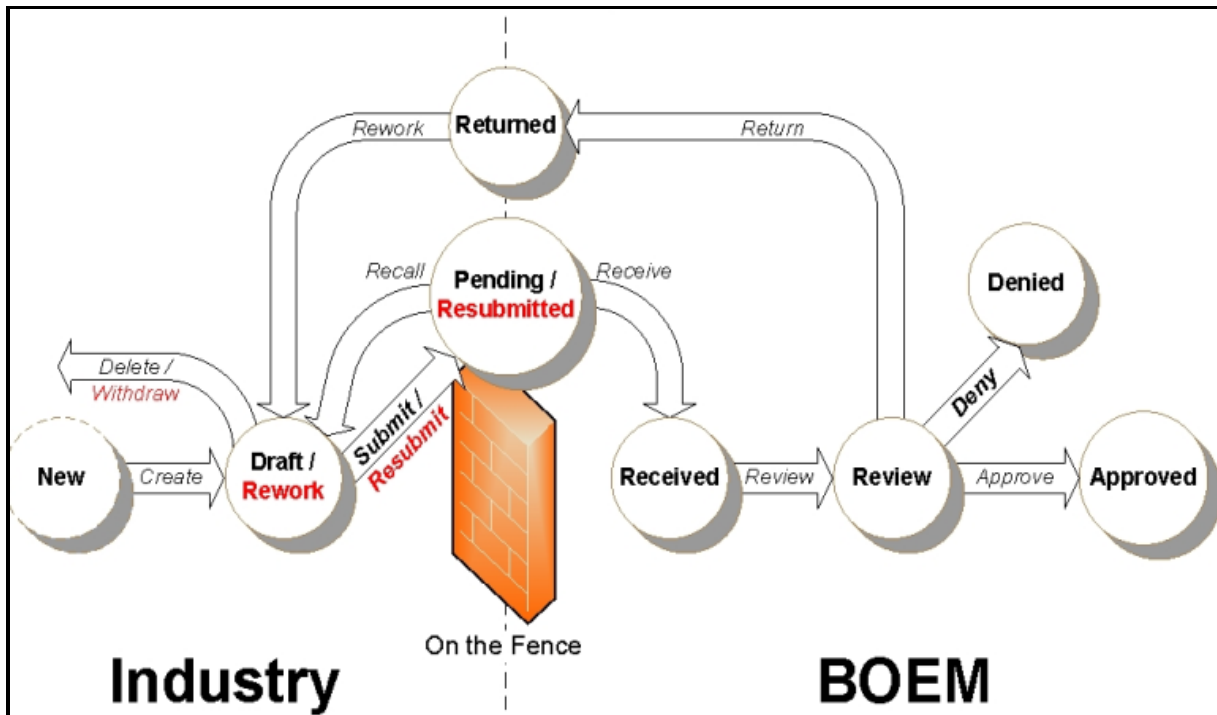
Trust:

A relationship in which one person holds title to property subject to an obligation to keep or use the property for the benefit of another.

Individual:

An individual lessee or a working interest owner.

Appendix C: TIMS Web Company Workflow



- A submittal in **Draft** status is a request/submittal initiated by the submitting company but not yet submitted to BOEM.
- A **Pending** submittal is a request submitted to BOEM but not yet received by BOEM.
- A submittal in **Approved** status is a request/submittal approved by BOEM.
- A submittal in **Review** status is a submittal under review by BOEM Reviewer or until the approved or denied by BOEM.
- A submittal in **Denied** status is a request/submittal Denied by BOEM.
- A submittal in **Returned** status is a request returned to Submitter by BOEM.
- A submittal in **Rework** status is a request returned to Submitter that can be edited by Submitter.

The Enterprise IT Service Desk

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